
REGION 5 RAC2

REMEDIAL ACTION CONTRACT FOR

Remedial, Enforcement Oversight, and
Non-Time Critical Removal Activities at Sites of Release or
Threatened Release of Hazardous Substances in Region 5

HEALTH AND SAFETY PLAN

Old American Zinc Plant Superfund Site,
Fairmont City

St. Clair County, Illinois

Remedial Design

WA No. 224-RDRD-B5A1/Contract No. EP-S5-06-01

June 2017

PREPARED FOR

U.S. Environmental Protection Agency



PREPARED BY

ch2m

Ecology and Environment, Inc.

Environmental Design International, Inc.

Teska Associates, Inc.

FOR OFFICIAL USE ONLY

Old American Zinc Plant Superfund Site, Fairmont City, Illinois Remedial Design

Work Assignment No. 224-RDRD-B5A1

Contract No. EP-S5-06-01

Prepared for



June, 2017



Emergency Contacts

24-hour CH2M Injury Reporting– 1-866-893-2514

24-hour CH2M Serious Incident Reporting Contact – 720-286-4911

Medical Emergency – 911	CH2M - Medical Consultant WorkCare Dr. Peter Greaney M.D. 300 S. Harbor Blvd, Suite 600 Anaheim, CA 92805 800-455-6155/866-893-2514 714-978-7488
Fire/Spill Emergency – 911 Facility Fire Response #: 911 Local Fire Dept. #: 911	CH2M HSE Director – National Governments Andy Strickland/DEN 720-480-0685 (cell) or 720-286-2393 (office)
Security & Police – 911 Local Police #	CH2M Responsible Health and Safety Manager (RHSM) Name: Carl Woods/CIN Phone: 513-319-5771 (Cell) or 513-889-5771 (Office)
Utilities Emergency Phone Numbers Water: 911 Gas: 911 Electric: 911	CH2M Human Resources Department Phone: Employee Connect toll-free number 1-877-586-4411 (U.S. Puerto Rick and Canada)
CH2M Project Manager Name: Rachel Grand/STL Phone: 314-599-3414/Cell	CH2M Worker's Compensation: Contact Market HR dept. to have form completed
CH2M Site Safety Coordinator (SSC) Name: Glynn Roberts/STL Phone: 314-324-4161/Cell	Media Inquiries Corporate Strategic Communications Name: Lorrie Paul Crum Phone: 720-286-0255
CH2M Project Environmental Manager (EM) Name: Terri Gerrish/NJO Phone: 973-632-2038/Cell	Automobile Accidents Rental: Mary Ellegood-Oberts/DEN: 720-286-2291 CH2M-owned vehicle: Linda George/DEN: 720-286-2057
Federal Express Dangerous Goods Shipping Phone: 800-238-5355	CHEMTEL (hazardous material spills) Phone: 800-255-3924
Facility Alarms: TBD upon site arrival	Evacuation Assembly Area(s): Main facility parking area
Facility/Site Evacuation Route(s): TBD upon site arrival	

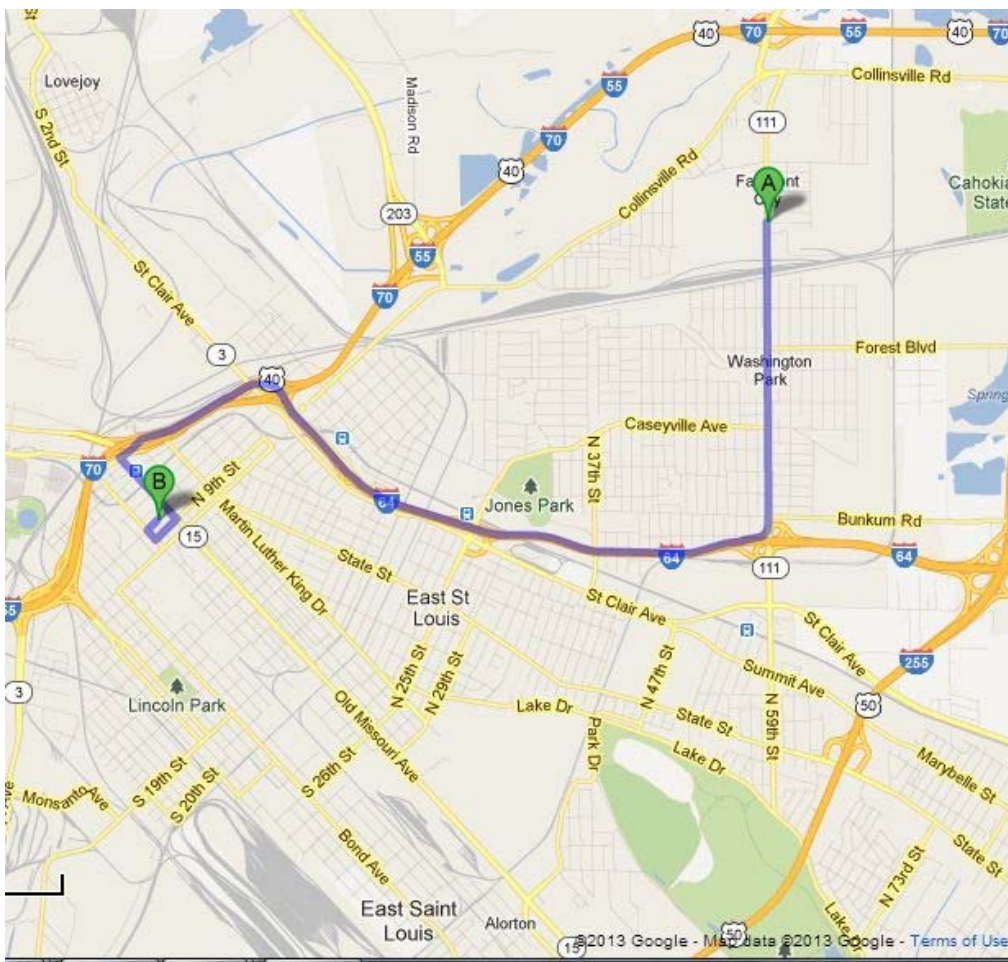
Directions and Map to Local Hospital

Local Hospital: Kenneth Hall Regional Hospital

1. Head south on Kingshighway toward Chemical Dr., 1.7 miles
2. Take the I-64 E ramp to St Louis, 0.2 mile
3. Merge onto I-64 W, 3.8 mile
4. Take exit 2A on the left to merge onto N 3rd St toward Illinois H/Eads Bridge, 0.2 mile
5. Turn left onto Old Missouri Ave, 0.5 mile
6. Turn right onto N 9th St, 0.2 mile
7. Turn right onto E Broadway, 361 feet
8. Take the 1st right onto N 8th St, Destination will be on the left, 420 feet

Total 6.7 mile

129 N 8th St, East St Louis, IL 62201



Contents

Contents	iii
Approval	v
1.0 Applicability	1
2.0 General Project Information	2
2.1 Project Information and Background	2
2.2 Site Background, Setting, and Map	2
2.3 Description of Tasks	3
2.4 Change Management	3
2.5 Changes to Health and Safety Plans	4
2.6 Daily Safety Meetings and Pre-Task Safety Plans	4
2.7 Subcontractor HSE Chartering Meeting	4
3.0 Project Organization and Responsibilities	5
3.1 Client	5
3.2 CH2M	5
3.3 CH2M Subcontractors	5
3.4 Client Contractors	5
4.0 Standards of Conduct	6
5.0 Project Hazard Analysis	7
6.0 Hazards and Controls	10
6.1 Site Security	10
7.0 Hazard Communication	12
8.0 Contaminants of Concern	13
9.0 Site Monitoring	14
9.1 Direct Reading Monitoring Specifications	14
9.2 Heat Stress Monitoring Flow Chart	15
10.0 Personal Protective Equipment	16
10.1 Required Personal Protective Equipment	16
10.2 Respiratory Protection	17
11.0 Worker Training and Qualification	18
11.1 CH2M Worker Training	18
11.2 Subcontractor Worker Training	19
11.3 HAZWOPER-Exempted Tasks	19
12.0 Medical Surveillance and Qualification	21
13.0 Site-Control Plan	22
14.0 Decontamination	23
14.1 Decontamination During Medical Emergencies	23
15.0 Communications	24
16.0 Required Facilities and Equipment	25

17.0	Emergency Response Plan	26
18.0	Incident Notification, Reporting, and Investigation.....	28
18.1	Incident Notification	28
18.2	Drug and Alcohol Testing for CH2M Employees	28
18.3	Drug and Alcohol Testing for Subcontractors	28
18.4	HITS System and Incident Report Form	29
18.5	Injury Management/Return-to-Work (for US/Puerto Rico based CH2M Staff Only)	29
18.6	Serious Incident Reporting Requirements	29
19.0	Inspections.....	31
19.1	Management HSE Inspection Checklists.....	31
19.2	Project Activity Self-Assessment Checklists	31
19.3	Safe Work Observations	31
19.4	Agency Inspections	31
20.0	Records and Reports	32
21.0	Employee Signoff Form	33
	Chemical Inventory/Register Form	1
	Chemical-Specific Training Form.....	1
	Heat Stress Physiological Monitoring Form	5
	Activity Hazard Analysis (AHA).....	1
	Pre-task Safety Plan (PTSP) and Safety Meeting Sign-in Sheet.....	5
	HITS Incident Report Hardcopy (Phase 1 – Initial Entry)	8

Attachments

- 1 CH2M HSE Field Handbook
- 2 Chemical Inventory/Register Form
- 3 Chemical-Specific Training Form
- 4 Project Activity Self-Assessment Checklists/Permits/Forms
- 5 Fact Sheets
- 6 Observed Hazard Form
- 7 Stop Work Form
- 8 CH2M AHAs
- 9 Safety Data Sheets

Approval

This Health and Safety Plan (HSP) has been written for use by CH2M HILL, Inc. (CH2M) only. CH2M claims no responsibility for its use by others unless that use has been specified and defined in project or contract documents. The plan is written for the specific project and site conditions and identified scope(s) of work and must be amended if those conditions or scope(s) of work change.

By approving this HSP, the Responsible Health and Safety Manager (RHSM) certifies that the personal protective equipment has been selected based on the project-specific hazard assessment.

ORIGINAL PLAN

Original Plan Written by: Carl Woods

Date: 4/19/17

RHSM Approval: Carl Woods

Date: 4/19/17

Project Manager Approval:

Date:

REVISIONS:

Revisions Made By:

Date:

Description of Revisions to Plan:

Revisions Approved By:

Date:

1.0 Applicability

This HSP applies to:

- All CH2M staff, including subcontractors and tiered subcontractors of CH2M working on the site
- All visitors to CH2M construction or remediation sites in the custody of CH2M (including visitors from the Client, the Government, the public, and other staff of any CH2M company).

In addition, subcontractors and tiered subcontractors shall also follow any of their company HSE programs, and site-specific HSPs and AHAs.

This HSP does not apply to the third-party contractors, their workers, their subcontractors, their visitors, or any other persons not under the direct control or custody of CH2M.

This HSP defines the procedures and requirements for the health and safety of CH2M staff and visitors when they are physically on the work site. The work site includes the project area (as defined by the contract documents) and the project offices, trailers, and facilities thereon.

This HSP will be kept onsite during field activities and will be reviewed as necessary. The HSP will be revised as project activities or conditions change or when supplemental information becomes available. The HSP adopts, by reference, the CH2M Enterprise-Wide Core Standards and Standard of Practice (SOPs), as appropriate. In addition, applicable requirements contained in the CH2M Health, Safety and Environment (HSE) Field Handbook (Handbook) will be implemented. The Handbook is available as a stand-alone Handbook at the project site. The HSP may adopt procedures from the project Work Plan and any governing regulations. If there is a contradiction between this HSP and any governing regulation, the more stringent and protective requirement shall apply.

All CH2M staff and subcontractors must sign the employee sign-off form (included in this HSP) to acknowledge review of this document. Copies of the signature page will be maintained onsite by the Site Safety Coordinator (SSC).

2.0 General Project Information

2.1 Project Information and Background

Project Number: 687729	Project/Site Name: Old American Zinc Superfund Site, Remedial Design
Client: EPA Region 5	Site Address: Fairmont City, St. Clair County, Illinois
CH2M Project Manager: Rachel Grand/STL	CH2M Office: CIN
DATE HSP Prepared: 4/19/2017	Date(s) of Site Work: May 2017-December 2017

2.2 Site Background, Setting, and Map

The Old American Zinc (OAZ) Superfund Site (site) is located in the Village of Fairmont City in St. Clair County, Illinois. The site includes a 132-acre Facility Area (FA), and surrounding properties where elevated metal concentrations associated with the facility operation were found in different media. The FA is bordered by several commercial and industrial properties, including Garcia Trucking to the west, CSX Intermodal railroad yard to the south, and General Chemicals to the east. OAZ conducted zinc smelting operations at the site from 1916 to 1967. Slag from the smelting operation was cooled by placing the molten material along the northern and western boundary of the FA. The slag stock piles originally encompassed an area of 15 acres. The site, including the clinker and other smelting residues on the property, was purchased by XTRA Intermodal, Inc. (XTRA), in 1979. XTRA operated a trucking terminal at the site until 2003 that included lease, storage, and maintenance of a diverse fleet of trailers. XTRA ground and redistributed the slag stockpiles on the FA to buildup and level the former plant site to facilitate its trucking operation. At present, redistributed slag on the FA cover an area of 125 acres with thickness ranging from 6 inches to 9 feet (ENTACT 2012).

Site investigations conducted at the site since 1994 detail the nature and extent of contamination in the FA and surrounding properties. ENTACT completed a remedial investigation (RI) and feasibility study (FS) for the site in 2012 and identified contaminants in different media that included slag stock piles, ground slag that was used as fill material, and high metal concentrations in shallow groundwater in the FA. The impacted surrounding areas include residential, commercial, and vacant properties and village alleyways and drainage ways that were contaminated with runoff from the facility. Ground slag was also transported to offsite properties by local businesses, residents, and the village for surfacing village alleyways and used as fill material in residential properties (ENTACT 2012). Many of the impacted properties are located to the west of the site, with small pockets of trailer park and residential developments to the north, south, and east.

EPA, under the provisions of Comprehensive Environmental Response, Compensation, and Liability Act, conducted a Time-Critical Removal Action from 2002 to 2003. A total of 462 offsite properties was sampled during the Time-Critical Removal Action, of which 209 properties were found to have lead concentrations above the Remedial Action Level of 400 parts per million. Impacted soil was removed from 152 properties, with the remaining properties to be addressed under future remedial action. Following the completion of the RI/FS in 2012, a ROD was issued by EPA detailing the selected remedial approach for the site. EPA established an Administrative Order on Consent with the potentially responsible party in August 2014 to perform the remedial design (RD) work. The potentially responsible party was tasked with performing the RD work, and a draft final RD report (consisting of the report, selected drawings, but no technical specifications) was submitted to EPA in April 2016. The potentially responsible party filed for Chapter 11 bankruptcy and ceased performing additional work at the site in April 2016. As a result, EPA took control of the site in order to complete the RD.

CH2M has been performing oversight for EPA for the RD activities under Work Assignment Number (No.) 172-ROBE-B5A1 since April 2013.

- New subcontractor to perform work
- New chemicals brought to site for use
- Change in scope or addition of new tasks
- Change in contaminants of concern (COCs) or change in concentrations of COCs
- New hazards or hazards not previously identified that are not addressed in this HSP

2.5 Changes to Health and Safety Plans

Changes to the HSP shall be documented and accepted by using the Health and Safety Field Change Request (FCR) form (Attachment 4) or by resubmitting a revised HSP for acceptance. A revised HSP should be produced when a large number of changes (e.g., 15 or more not including AHAs) using FCRs has been employed. The CH2M Project Manager (PM) and RHSM shall be responsible for the review and acceptance of the FCR, and the RHSM will maintain an FCR log of approved changes. Field Change Requests are not required for safety-related changes that a SSC or RHSM would normally make in the field, such as upgrade or downgrade to personal protective equipment (PPE) within pre-established action levels, expansion or reduction of work control zones based on air monitoring results, and similar changes made within the operating parameters of the HSP. The field copy of the HSP shall be kept up to date by annotating the appropriate section (i.e., update to AHA) to indicate that an FCR is in effect; copies of FCRs should be kept with the HSP. The FCR number must be referenced in the HSP and available for review.

2.6 Daily Safety Meetings and Pre-Task Safety Plans

Safety meetings are to be held with all project personnel in attendance to review the hazards, controls, and required procedures/AHAs that apply for each day's activities, as well as any environmental issues, requirements and/or best management practices:

- Everyone involved in the day's work needs to sign a sign-in form to show they've had a briefing/attended a meeting.
- Pre-Task Safety Plans (PTSPs) serve the same purpose as general safety meetings, but the PTSPs are completed by individual crews to focus on those hazards posed by their specific work.
- For smaller crews, or if there is just one activity, the PTSP is often used as a means to document the overall Safety Meeting.

A copy of the PTSP and Daily Safety Meeting sign-in sheet is included in Attachment 4.

2.7 Subcontractor HSE Chartering Meeting

A subcontractor HSE chartering meeting shall be held with subcontractors performing field work on the project. The purpose of the meeting is to discuss and agree on key HSE requirements on a project, and to emphasize and reinforce CH2M expectations for subcontractor HSE performance. The target audience includes key CH2M project staff with HSE responsibilities (e.g., PM, RHSM, SC, Field Team Leader [FTL]) and key Subcontractor staff (e.g., project manager, supervisors, designated field HSE contact, drill team leads, foreman). For small-scale projects (e.g., small drill crew and limited CH2M staff), all the subcontractor crew members should attend if available. The meeting should be held prior to mobilization with enough time to ensure that HSE issues identified can be addressed prior to the start of work. The meeting can be held over the phone or in person depending on project needs. An example agenda can be found in the [Program Element Guideline, "Subcontractor HSE Chartering Meeting."](#)

3.0 Project Organization and Responsibilities

A full description of responsibilities, including Employee Responsibilities and Authority, can be found in the Handbook (Section 3, Roles and Responsibilities).

3.1 Client

Contact Name:	USEPA – Region 5 – Sheila Desai
Phone:	312-353-4150
Facility Contact Name:	Rachel Grand
Phone:	314-335-3018

3.2 CH2M

Project Manager	
PM Name:	Rachel Grand
Office:	STL
Telephone number:	314-335-3018
Cellular Number:	314-599-3414

Environmental Manager	
EM Name:	Terri Gerrish
Office:	NJO
Telephone number:	973-316-3516
Cellular Number:	973-632-2038

Responsible Health and Safety Manager	
RHSM Name:	Carl Woods
Office:	CIN
Telephone number:	513-889-5771
Cellular Number:	513-319-5771

Site Safety Coordinator	
SC Name:	Zach Dolbeare
Office:	STL
Telephone number:	
Cellular Number:	217-416-2540

3.3 CH2M Subcontractors

Subcontractor – Driller	
Contact Name:	TBD
Telephone number:	
Cellular Number:	

Subcontractor – Utility Locator	
Contact Name:	Ground Penetrating Radar Systems, Inc
Telephone number:	419-843-9804
Cellular Number:	419-843-9804

3.4 Client Contractors

Client Contractor	
Contact Name:	N/A
Telephone number:	
Cellular Number:	

Client Contractor	
Client Name:	N/A
Telephone number:	
Cellular Number:	

This HSP does not cover contractors that are contracted directly to the client or the owner. CH2M is not responsible for the health and safety or means and methods of the client contractor's work, and we must never assume such responsibility through our actions (such as advising on health and safety issues).

4.0 Standards of Conduct

All individuals associated with this project must work injury-free and drug-free and must comply with the standards of conduct stated in the Handbook (Section 4, Standards of Conduct), comply with all requirements of this HSP, and Subcontractors must also comply with the safety requirements of the Subcontractor HSP. Forms related to Subcontractor Safety (i.e., Observation Hazard Form and Stop Work Order Form) are attached to this HSP (Attachments 6 and 7).

5.0 Project Hazard Analysis

A health and safety risk analysis (Table 1) has been completed for this project. Specific project activities are listed in Table 1 with a designation of who performs the task, CH2M (C) or subcontractor (S). An Activity Hazard Analysis (AHA) has been developed for each project activity. AHAs prepared for CH2M activities are included as an attachment to this HSP.

CH2M subcontractors are required to provide AHAs specific to their scope of work on the project for acceptance by CH2M prior to the start of work. Each subcontractor shall submit AHAs for their field activities, as defined in their scope of work, along with their project-specific safety plan and procedures. Additions or changes in field activities, equipment, tools, or material used to perform work or hazards not addressed in existing AHAs requires either a new AHA to be prepared or an existing AHA to be revised.

Table 1. Health and Safety Risk Analysis Table

Associated Hazard Section	Project Activity	Subsurface Utility Locating Oversight	Drilling (DPT)	Bio Accessibility Study and Sampling	Property Sketching	Residential, Commercial, and Alleyway Property Soil Sampling	Investigation- Derived Waste Management
General Hazards – Refer to General Hazards and Controls in HSE Handbook, Section 7.							
Bloodborne Pathogens		C, S	C, S	C, S	C, S	C, S	C, S
Chemical Storage		C, S	C, S	C, S	C, S	C, S	C, S
Driving Safety		C, S	C, S	C, S	C, S	C, S	C, S
Electrical Safety		C, S	C, S	C, S	C, S	C, S	C, S
Extended Work Hours and Fatigue Management		C, S	C, S	C, S	C, S	C, S	C, S
Field Ergonomics and Manual Lifting		C, S	C, S	C, S	C, S	C, S	C, S
Field Vehicles		C, S	C, S	C, S	C, S	C, S	C, S
Fire Prevention		C, S	C, S	C, S	C, S	C, S	C, S
General Practices and Housekeeping		C, S	C, S	C, S	C, S	C, S	C, S
Hazard Communication		C, S	C, S	C, S	C, S	C, S	C, S
Knife Use		C, S	C, S	C, S	C, S	C, S	C, S
Lighting		C, S	C, S	C, S	C, S	C, S	C, S
Personal Hygiene		C, S	C, S	C, S	C, S	C, S	C, S
Personal Security		C, S	C, S	C, S	C, S	C, S	C, S
Shipping and Transportation of Hazardous Waste		C, S	C, S	C, S	C, S	C, S	C, S
Substance Abuse		C, S	C, S	C, S	C, S	C, S	C, S
Unknown or Suspect Objects/Material		C, S	C, S	C, S	C, S	C, S	C, S
Project-Specific Hazards – Refer to HSE Handbook, Section 8, and the additional project-specific controls in this plan when specified.							
Arsenic		C, S	C, S	C, S	C, S	C, S	C, S
Barbed Wire Fences		C, S	C, S	C, S	C, S	C, S	C, S

Table 1. Health and Safety Risk Analysis Table

Associated Hazard Section	Project Activity	Subsurface Utility Locating Oversight	Drilling (DPT)	Bio Accessibility Study and Sampling	Property Sketching	Residential, Commercial, and Alleyway Property Soil Sampling	Investigation- Derived Waste Management
Cadmium		C, S	C, S	C, S	C, S	C, S	C, S
Compressed Gas Cylinders		C, S	C, S	C, S	C, S	C, S	C, S
Crystalline Silica		C, S	C, S	C, S	C, S	C, S	C, S
Drilling Safety		C, S	C, S	C, S	C, S	C, S	C, S
Drum and Portable Tank Handling		C, S	C, S	C, S	C, S	C, S	C, S
Drum Sampling Safety		C, S	C, S	C, S	C, S	C, S	C, S
Earthmoving/Heavy Equipment		C, S	C, S	C, S	C, S	C, S	C, S
Hand and Power Tools		C, S	C, S	C, S	C, S	C, S	C, S
Haul Truck Operations		C, S	C, S	C, S	C, S	C, S	C, S
Lead		C, S	C, S	C, S	C, S	C, S	C, S
Lockout /Tagout Activities		C, S	C, S	C, S	C, S	C, S	C, S
Off-Road Driving Safety		C, S	C, S	C, S	C, S	C, S	C, S
Pressurized Lines/Equipment		C, S	C, S	C, S	C, S	C, S	C, S
Pressure Washing Operations		C, S	C, S	C, S	C, S	C, S	C, S
Slips, Trips and Falls		C, S	C, S	C, S	C, S	C, S	C, S
Spotters during Backing Operations and Heavy Equipment Tasks		C, S	C, S	C, S	C, S	C, S	C, S
Traffic Control		C, S	C, S	C, S	C, S	C, S	C, S
Utilities (overhead)		C, S	C, S	C, S	C, S	C, S	C, S
Utilities (underground)		C, S	C, S	C, S	C, S	C, S	C, S
Working around Material Handling Equipment		C, S	C, S	C, S	C, S	C, S	C, S
Working Alone		C, S	C, S	C, S	C, S	C, S	C, S
Physical Hazards – Refer to Physical Hazards in HSE Handbook, Section 9, and the additional project-specific controls in this plan when specified.							
Noise		C, S	C, S	C, S	C, S	C, S	C, S
Ultraviolet Light exposure (sunburn)		C, S	C, S	C, S	C, S	C, S	C, S
Temperature Extremes		C, S	C, S	C, S	C, S	C, S	C, S
Biological Hazards – Refer to Biological Hazards in HSE Handbook, Section 10, and the additional project-specific controls in this plan when specified.							
Bees and Other Stinging Insects		C, S	C, S	C, S	C, S	C, S	C, S
Bird Droppings		C, S	C, S	C, S	C, S	C, S	C, S
Mosquitos West Nile Viruses Mosquito Bites		C, S	C, S	C, S	C, S	C, S	C, S

Table 1. Health and Safety Risk Analysis Table

Associated Hazard Section	Project Activity	Subsurface Utility Locating Oversight	Drilling (DPT)	Bio Accessibility Study and Sampling	Property Sketching	Residential, Commercial, and Alleyway Property Soil Sampling	Investigation- Derived Waste Management
Poison Ivy, Oak and Sumac		C, S	C, S	C, S	C, S	C, S	C, S
Snakes		C, S	C, S	C, S	C, S	C, S	C, S
Spiders – Brown Recluse and Black Widow		C, S	C, S	C, S	C, S	C, S	C, S
Ticks		C, S	C, S	C, S	C, S	C, S	C, S

C – Hazard section applicable to CH2M personnel

S – Hazard section applicable to subcontractor personnel

6.0 Hazards and Controls

Safe work practices and hazard control measures to reduce or eliminate potential hazards as identified in Table 1 are stated in Sections 7 through 10 of the Handbook and the associated CH2M SOP, and are addressed in project AHAs. Any additional project-specific control measures, or those hazards requiring additional emphasis, are identified in the following sections.

Always consult the appropriate CH2M Enterprise SOP to ensure all requirements are implemented. CH2M employees and subcontractors must remain aware of the hazards affecting them regardless of who is responsible for controlling the hazards. CH2M employees and subcontractors who do not understand any of these provisions should contact the RHSM for clarification.

6.1 Site Security

The following procedures are to be followed during implementation of site work to reduce the potential for harm to site personnel:

- General Site Work
 - The SSC will provide maps of the planned work locations and a schedule of the team’s site activities. The SSC will inquire if any specific colors shouldn’t be work by the field crew and ask for increased patrols of the work areas during working hours. SSC will brief the team on situational security awareness.
 - All work onsite is to be completed during daylight hours. Site personnel are to be offsite before sundown.
 - Team members must always work with a buddy in areas where work has not been previously performed. The SSC, in consolidation with the PM, may allow lone workers in certain areas of the site after repeated work in the area was been completed without issue.
 - All field team members must carry functioning cell phones with them at all times. Know your location and emergency telephone numbers of other team members.
 - Avoid contact with potential infectious materials (e.g. used needles, human/animal waste, etc.). Do not handle soil w/your hands unless utilizing needle stick resistant gloves.
 - Do not leave valuables visible in any vehicle while unattended. Ensure vehicle is locked when not in use. Do not park vehicle in isolated areas. Park in lighted or fenced areas close to job site or near town. Park in areas that provide safe entrance and exit of the work area.
 - Photo ID to be carried at all times. Do not wear valuables or keep cash/credit cards in your pockets – eliminate your appearance as a “target”.
 - Avoid confrontation with locals. Do not respond to irritation. Exercise caution, leave the area immediately and call police.
 - If feel threatened or unsafe at any time, leave the area immediately, together as a team. Do not provoke anyone.
 - When scheduling daily sampling events, always inform someone as to where you are going, your route, and when you expect to return. **Stick to your plan.** If a team member does not return at a scheduled time, the SSC will make contact and confirm their status.
 - Stay out of abandon buildings and those under construction.
 - Per CH2M Policy 1304, all team members are prohibited from carrying any weapon, to include subcontractors/vendors. If approved by the SSC, dog repellent may be reviewed for use dependent upon the severity of the circumstances.

- Entering Residences/Working in Alleyways
 - Verify with each property owner, or adult resident, whether dogs are present and secured prior to entry. Inform each crew member of location/number of dogs.
 - Ask owner to place reminder sign (door hanger) on doors leading to fenced yards while on property.
 - If you are threatened by a dog, remain calm, do not scream and avoid eye contact. If you say anything, speak calmly and firmly. Do not turn and run, try to stay still until the dog leaves, or back away slowly until the dog is out of sight or you have reached safety (e.g. vehicle). Identify the nearest “safe” location for each property and work area e.g. vehicle, building, etc.
 - If attacked, retreat to vehicle; attempt to place something between you and the dog, use dog repellent. If you fall or are knocked to the ground, curl into a ball with your hands over your head and neck and protect your face. If bitten, call 911.

7.0 Hazard Communication

As indicated in Section 7 of the Handbook, under “Hazard Communication,” the hazard communication (HazCom) coordinator (the SSC or qualified designee) must perform the following (additional HazCom duties are outlined in the Handbook):

- Complete an inventory of chemicals brought on site by CH2M using the chemical inventory form included as an attachment to this HSP.
- Confirm that an inventory of chemicals brought on site by CH2M subcontractors is available.
- Request or confirm locations of Globally Harmonized System (GHS) compliant (i.e., consisting of 16 sections that appear in the same order and contain uniform information regarding the chemical) safety data sheets (SDSs) from the client, contractors, and subcontractors for chemicals to which CH2M employees potentially are exposed.
- For chemicals used by CH2M workers, before or as the chemicals arrive onsite, obtain a SDS for each hazardous chemical and include on the chemical inventory sheet (attached to this HSP) and add the SDS to the SDS attachment section of this HSP (or maintain in an accessible binder onsite). Ensure everyone knows where SDSs are kept.
- The six required elements of the GHS label must include the product identifier, pictograms, signal word, hazard statements, precautionary statements, and the name, address, and telephone number of the chemical manufacturer, importer or other responsible party.
- The manufacturer’s original label on any incoming regulated product must not be removed or defaced. The manufacturer’s label and markings must be retained on the package or container until it is sufficiently cleaned of residue and purged of vapors to remove any potential hazards.
- Ensure all secondary containers are labeled in compliance with GHS labeling requirements. If GHS compliant information has not yet been provided by the manufacturer or chemical distributor, the HCC must contact the manufacturer or chemical distributor and document in the chemical inventory when the GHS labeling information will be available, until the labeling requirement is fulfilled.
- In the United States, the container label shall be in English, although labels in other languages may be kept as well. Container labels in other languages for nonspeaking English speaking workers will be made available when specified by the client for their project site or facility.
- Give employees required chemical-specific HazCom training using the chemical-specific training form included as an attachment to this HSP and ensure that the GHS supplemental module on the CH2M Virtual Office (VO) has been completed.

8.0 Contaminants of Concern

The table below summarizes the potential contaminants of concern (COCs) and their occupational exposure limit and signs and symptoms of exposure. The table also includes the maximum concentration of each COC and the associated location and media that was sampled (groundwater, soil boring, surface soil). These concentrations were used to determine engineering and administrative controls described in the “Project-Specific Hazard Controls” section of this HSP, as well as PPE and site monitoring requirements.

Contaminants of Concern

Contaminant	Location ^a and Maximum Concentration (parts per million)	Exposure Limits ^b	IDLH ^c	Symptoms and Effects of Exposure	PIP ^d (eV)
Arsenic	GW: 0.11 SG: 50 SS: 91	0.01 mg/m ³	5 mg/m ³ as Arsenic Calcium	Ulceration of nasal septum, respiratory irritation, dermatitis, gastrointestinal disturbances, peripheral neuropathy, hyperpigmentation	NA
Cadmium	GW: 3.2 SG: 35 SS: 214	0.005 mg/m ³	9 mg/m ³ as Cadmium Calcium	Pulmonary edema, coughing, chest tightness/pain, headache, chills, muscle aches, nausea, vomiting, diarrhea, difficulty breathing, loss of sense of smell, emphysema, mild anemia	NA
Lead	GW: ND SG: 1000 SS: 2112	0.05 mg/m ³	100 mg/m ³ as lead	Weakness lassitude, facial pallor, pal eye, weight loss, malnutrition, abdominal pain, constipation, anemia, gingival lead line, tremors, paralysis of wrist and ankles, encephalopathy, kidney disease, irritated eyes, hypertension	NA

^a Specify sample-designation and media: SG (Surface slag/powdery fill), A (Air), D (Drums), GW (Groundwater), L (Lagoon), TK (Tank), SS (Surface Soil), SL (Sludge), SW (Surface Water).

^b Appropriate value of permissible exposure limit (PEL), recommended exposure limit (REL), or threshold limit value (TLV) listed.

^c IDLH = immediately dangerous to life and health (units are the same as specified “Exposure Limit” units for that contaminant); NL = No limit found in reference materials; CA = Potential occupational carcinogen.

^d PIP = photoionization potential; NA = Not applicable; UK = Unknown.

Notes:

eV = electron volt

mg/kg = milligram per kilogram

mg/m³ = milligram(s) per cubic meter

Potential Routes of Exposure

Dermal: Contact with contaminated media. This route of exposure is minimized through use of engineering controls, administrative controls and proper use of PPE.

Inhalation: Vapors and contaminated particulates. This route of exposure is minimized through use of engineering controls, administrative controls and proper use of respiratory protection when other forms of control do not reduce the potential for exposure.

Other: Inadvertent ingestion of contaminated media. This route should not present a concern if good hygiene practices are followed (e.g., wash hands and face before drinking or smoking).

9.0 Site Monitoring

(Reference CH2M SOP HSE-207, Exposure Monitoring for Airborne Chemical Hazards)

For each task listed in the table below, perform the associated monitoring ensuring the equipment is calibrated daily (or bump test) according to the manufacturer's recommendations.

Note: The term "calibration" is used but it may actually be a "bump test" depending on what the manufacturer requires. There is a difference between actually calibrating (manually adjusting sensors to read a value) and "bump testing" (field verification that the instrument is reading what it's supposed to.) Many equipment manufacturers now say that performing actual calibration daily can damage the sensors, so they recommend a "bump test" daily or before use to verify the instrument is reading correctly, and they state a prescribed calibration frequency requirement. Refer to the manufacturer's instrument manual on the recommended daily calibration or bump test requirements. Be sure the calibration/bump test is documented.

Use the Daily Site Monitoring Form (or equivalent) (Attachment 4) to document the calibration (or bump test) and the readings taken. Retain area monitoring readings with project records.

Exposure records (breathing zone and personal air sampling) must be preserved for the duration of employment plus 30 years. Copies of all project exposure records (e.g., copies of Daily Site Monitoring form or field logbook pages where breathing zone readings are recorded along with associated calibration) shall be sent to the Sector Safety Program Assistant (SPA) for retention and maintained in the project files.

Subcontractors are responsible for monitoring and performing integrated personal sampling for their employees as documented in their HSP or, if permitted, according to the table below.

9.1 Direct Reading Monitoring Specifications

Instrument	Tasks	Action Levels ^a	Action to be Taken when Action Level reached	Frequency ^b	Calibration
Dust Monitor: DataRAM or equivalent	All Intrusive Activities	No Dust Visible Dust OSHA PEL: 15 mg/m ³ TWA	Level D Practice Dust Suppression Techniques (stand Upwind) Level C	Continuous	Zero Daily
Noise-Level Monitor ^d	Heavy Equipment Ops and Generator Use	<85 dB(A) 85-120 dB(A) 120 dB(A)	No action required Hearing protection required Stop; re-evaluate	Initially and periodically during task	Daily
Heat Stress Monitor - Refer to Flow Chart Below <input checked="" type="checkbox"/> Ambient Temperature <input checked="" type="checkbox"/> Heat Index(Level D) <input checked="" type="checkbox"/> Temperature	All	Refer to the Handbook for the type of monitoring conducted.	Refer to the Handbook for the type of monitoring conducted.	When Heat Index reaches criteria.	

^a Action levels apply to sustained breathing-zone measurements above background.

^b The exact frequency of monitoring depends on field conditions and is to be determined by the SC; generally, every 5 to 15 minutes if acceptable; more frequently may be appropriate.

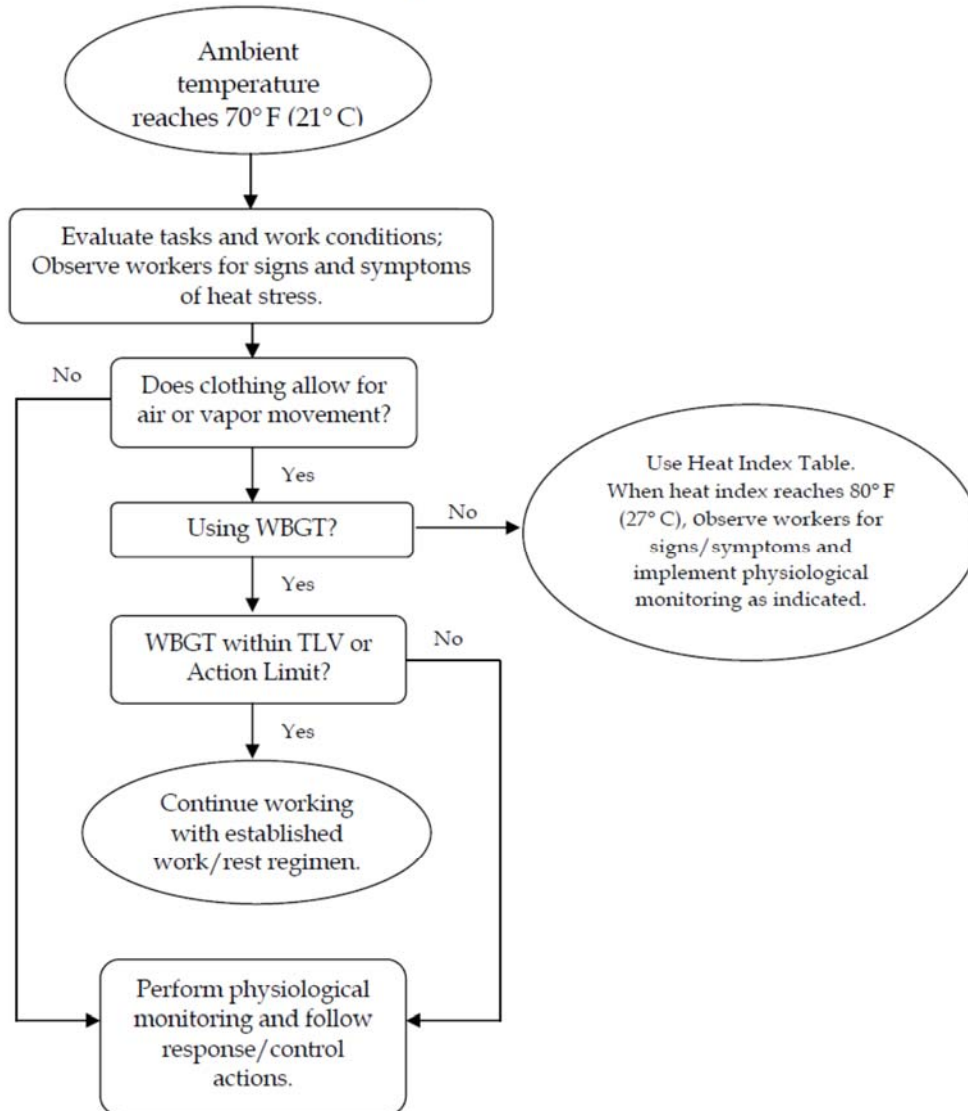
^c If the measured percent of oxygen (O₂) is less than 10, an accurate LEL reading will not be obtained. Percent LEL and percent O₂ action levels apply only to ambient working atmospheres, and not to confined-space entry. More stringent percent LEL and O₂ action levels are required for confined-space entry.

^d Noise monitoring and audiometric testing also required.

9.2 Heat Stress Monitoring Flow Chart

Use the flow chart below and refer to the applicable protocol in Section 9 of the Handbook for heat stress monitoring.

Thermal Stress Monitoring Flow Chart



10.0 Personal Protective Equipment

(Reference CH2M SOP HSE-117, Personal Protective Equipment, and Section 11 of the Handbook)

10.1 Required Personal Protective Equipment

PPE must be worn by employees when actual or potential hazards exist and engineering controls or administrative practices cannot adequately control those hazards.

A PPE assessment has been conducted by the RHSM based on project tasks (PPE specifications below). Verification and certification of assigned PPE by task is completed by the RHSM that approved this plan. Refer to the Handbook (Section 11, Personal Protective Equipment) for requirements on the use, care, and maintenance of PPE.

The table below outlines PPE to be used according to task based on project-specific hazard assessment. If a task other than the tasks described in this table needs to be performed, contact the RHSM so this table can be updated.

Project-Specific PPE Requirements ^a				
Task	Level	Body	Head	Respirator ^b
<ul style="list-style-type: none"> General field oversight Subsurface Utility Locating Oversight Drilling (DPT) Bio -Accessibility Study & Sampling Property Sketching Residential and Commercial Property Soil Sampling Alleyway Soil Sampling 	Modified D	<input checked="" type="checkbox"/> Work clothes or Cotton coveralls <input checked="" type="checkbox"/> ANSI/ISEA 107-2010 high visibility vest <input checked="" type="checkbox"/> Safety-toed boots <input checked="" type="checkbox"/> Safety-toed rubber boots (can be deconned in a boot wash) or outer boot covers <input checked="" type="checkbox"/> Inner surgical-style nitrile <input checked="" type="checkbox"/> Cut Resistant Gloves <input type="checkbox"/> Other: (specify)	<input checked="" type="checkbox"/> ANSI Z89.1 Hardhat ^c <input checked="" type="checkbox"/> ANSI Z87.1 Safety glasses <input checked="" type="checkbox"/> Hearing protection ^d	None required
When action levels above are exceeded	C	<input checked="" type="checkbox"/> Cotton coveralls or light weight Uncoated Tyvek <input checked="" type="checkbox"/> ANSI/ISEA 107-2010 high visibility vest <input checked="" type="checkbox"/> Safety-toed boots <input checked="" type="checkbox"/> Safety-toed rubber boots (can be deconned in a boot wash) or outer boot covers <input checked="" type="checkbox"/> Inner surgical-style nitrile <input checked="" type="checkbox"/> Cut Resistant Gloves <input type="checkbox"/> Other: (specify)	<input checked="" type="checkbox"/> ANSI Z89.1 Hardhat ^c <input checked="" type="checkbox"/> ANSI Z87.1 Safety glasses <input type="checkbox"/> Hearing protection ^d	<input checked="" type="checkbox"/> Full-face MSA Ultratwin or equivalent air-purifying respirator <input checked="" type="checkbox"/> Cartridge ^e : P100.
Reasons for Upgrading or Downgrading Level of Protection (with approval of the RHSM)				
Upgrade ^f		Downgrade		
<ul style="list-style-type: none"> Request from individual performing tasks. Change in work tasks that will increase contact or potential contact with hazardous materials. Occurrence or likely occurrence of gas or vapor emission. Known or suspected presence of dermal hazards. Instrument action levels in the "Site Monitoring" section exceeded. 		<ul style="list-style-type: none"> New information indicating that situation is less hazardous than originally thought. Change in site conditions that decrease the hazard. Change in work task that will reduce contact with hazardous materials. 		

Notes:

Project-Specific PPE Requirements^a

Task	Level	Body	Head	Respirator ^b
^a Modifications are as indicated. CH2M will provide PPE only to CH2M employees.				
^b No facial hair that would interfere with respirator fit is permitted.				
^c Hardhat and splash-shield areas are to be determined by the SC.				
^d Ear protection should be worn when conversations cannot be held at distances of 3 feet (1 meter) or less without shouting.				
^e See cartridge change-out schedule.				
^f Performing a task that requires an upgrade to a higher level of protection (e.g., Level D to Level C) is permitted only when the PPE requirements have been approved by the RHSM, and an SSC qualified at that level is present.				

10.2 Respiratory Protection

(Reference CH2M SOP HSE-121, Respiratory Protection)

Implement the following when using respiratory protection:

- Respirator use shall be limited to those activities identified in this plan. If site conditions change that alters the effectiveness of the specified respiratory protection, the RHSM shall be notified to amend the written plan.
- Tight-fitting facepiece respirator users shall be clean-shaven and shall perform a user seal check before each use.
- Canisters/cartridges shall be replaced according to the change-out schedule specified in this plan. Respirator users shall notify the SSC or RHSM of any detection of vapor or gas breakthrough. The SSC shall report any breakthrough events to the RHSM for schedule upgrade.
- Respirators in regular use shall be inspected before each use and during cleaning.
- Respirators in regular use shall be cleaned and disinfected as often as necessary to ensure they are maintained in a clean and sanitary condition.
- Respirators shall be properly stored to protect against contamination and deformation.
- Field repair of respirators shall be limited to routine maintenance. Defective respirators shall be removed from service.
- The SSC or designee shall complete the Self-Assessment Checklist – Respiratory Protection included in as attachment to this plan to verify compliance with CH2M’s respiratory protection program.

11.0 Worker Training and Qualification

11.1 CH2M Worker Training

(Reference CH2M SOP HSE-110, Training, and Section 12 of the Handbook)

The following training is required for CH2M personnel working onsite. Copies of training will either be available onsite, or readily available from the CH2M HandS training database system. Refer to Section 12 of the Handbook for a description of Hazardous Waste Operations and Emergency Response (HAZWOPER)-related and SSC training.

Required CH2M Worker Training	CH2M Task or Equipment-Specific Training (if performing task)
<input checked="" type="checkbox"/> 40-hour HAZWOPER Training	<input type="checkbox"/> Aerial Lift Operator Training
<input checked="" type="checkbox"/> 8-hour HAZWOPER Refresher	<input type="checkbox"/> Confined Space Entry Training
<input checked="" type="checkbox"/> 3-day HAZWOPER OJT	<input type="checkbox"/> Excavation Safety Training
<input checked="" type="checkbox"/> CH2M HSP Training	<input type="checkbox"/> Fall Protection (site-specific)
<input checked="" type="checkbox"/> CH2M HSE Field Handbook	<input type="checkbox"/> Forklift Operator
<input checked="" type="checkbox"/> CH2M AHAs	<input checked="" type="checkbox"/> Hazard Communication
<input type="checkbox"/> Subcontractor HSP	<input type="checkbox"/> On-Track Railroad Safety Training
<input type="checkbox"/> 10-hour OSHA Construction Safety Training	<input type="checkbox"/> NFPA 70E Training (energized electrical safety training)
<input checked="" type="checkbox"/> At least one SC-HW (refer to worker category for all applicable training needed)	<input type="checkbox"/> Qualified Earthmoving Equipment Operator
<input type="checkbox"/> HWW (refer to worker category for all applicable training needed)	<input type="checkbox"/> Scaffold Training
<input type="checkbox"/> At least one SC-C (refer to worker category for all applicable training needed)	<input type="checkbox"/> Other (specify):
<input type="checkbox"/> Other (specify)	<input type="checkbox"/> Other (specify):
Project-Specific Required (VO) Training	
<input checked="" type="checkbox"/> Annual HSE Program Review and TZ Recommitment	<input checked="" type="checkbox"/> Globally Harmonized System Training (HazCom)
<input type="checkbox"/> 3R Munitions Safety Awareness Training	<input checked="" type="checkbox"/> Hand Safety Training
<input checked="" type="checkbox"/> Arsenic Training	<input type="checkbox"/> Hydrogen Sulfide Hazard Recognition Training
<input type="checkbox"/> Asbestos Awareness Training	<input type="checkbox"/> Ionizing Radiation Training
<input type="checkbox"/> Bear Awareness Training	<input checked="" type="checkbox"/> Lead Exposure Training
<input type="checkbox"/> Benzene Training	<input type="checkbox"/> Lockout/Tagout Training
<input checked="" type="checkbox"/> Cadmium Training	<input checked="" type="checkbox"/> Manual Lifting Training
<input type="checkbox"/> Cal-OSHA Heat Stress Illness Prevention Training	<input type="checkbox"/> Methylene Chloride Training
<input type="checkbox"/> CH2M Gold Shovel	<input type="checkbox"/> Noise Training
<input type="checkbox"/> Chromium Training	<input type="checkbox"/> NFPA 70E Awareness for Oversight of Work
<input type="checkbox"/> Confined Space Awareness Training	<input type="checkbox"/> Radio Frequency Safety Awareness
<input checked="" type="checkbox"/> Drum Handling Training	<input type="checkbox"/> Railroad Safety On-line Training
<input type="checkbox"/> EETW Release of Victim Refresher	<input type="checkbox"/> Respirators Level C Training

Required CH2M Worker Training	CH2M Task or Equipment-Specific Training (if performing task)
<input type="checkbox"/> Electrical Safety Training	<input type="checkbox"/> Stairways and Ladders
<input type="checkbox"/> Excavation Safety Training	<input checked="" type="checkbox"/> Traffic Safety Training
<input type="checkbox"/> Fall Protection Training	<input type="checkbox"/> Vinyl Chloride Training
	<input type="checkbox"/> Other (specify)

11.2 Subcontractor Worker Training

The following training is required for Subcontractor personnel working onsite. Copies of training shall be available onsite.

Required Subcontractor Worker Training	Subcontractor Task or Equipment-Specific Training (required if performing this work)
<input checked="" type="checkbox"/> 40-hour HAZWOPER Training	<input type="checkbox"/> Demolition Competent Person
<input checked="" type="checkbox"/> 8-hour HAZWOPER Refresher	<input type="checkbox"/> Excavation Competent Person
<input checked="" type="checkbox"/> 8-hour HAZWOPER Supervisor	<input type="checkbox"/> Fall Protection (site-specific)
<input checked="" type="checkbox"/> 3-day HAZWOPER OJT	<input type="checkbox"/> Flagger Training
<input checked="" type="checkbox"/> CH2M HSP Training	<input type="checkbox"/> Forklift Operator
<input checked="" type="checkbox"/> CH2M HSE Field Handbook	<input type="checkbox"/> Hazard Communication
<input checked="" type="checkbox"/> Subcontractor AHAs	<input type="checkbox"/> Ladder Safety Training
<input type="checkbox"/> Subcontractor HSP	<input checked="" type="checkbox"/> Lead Training
<input type="checkbox"/> 10-hour OSHA Construction Safety Training	<input type="checkbox"/> Lockout/Tagout Training
<input type="checkbox"/> 30-hour OSHA Construction Safety Training	<input type="checkbox"/> On-Track Railroad Safety Training
<input type="checkbox"/> Respiratory Protection Training	<input type="checkbox"/> NFPA 70E Training (energized electrical safety training)
<input type="checkbox"/> First Aid/CPR/BBP – at least 2 people	<input checked="" type="checkbox"/> Qualified Drill Rig Operator
<input type="checkbox"/> Aerial Lift Operator Training	<input checked="" type="checkbox"/> Qualified Earthmoving Equipment Operator
<input type="checkbox"/> Asbestos Competent Person	<input type="checkbox"/> Qualified Rigger
<input type="checkbox"/> Asbestos Training (Supervisor, Worker)	<input type="checkbox"/> Qualified Crane Signaler
<input type="checkbox"/> Confined Space Entry Training	<input type="checkbox"/> Respirator Training, Medical and Fit Test
<input type="checkbox"/> Certified Crane Operator	<input type="checkbox"/> Scaffold Training
<input type="checkbox"/> Crane Assembly/Disassembly Competent Person	<input type="checkbox"/> Other (specify):

11.3 HAZWOPER-Exempted Tasks

The following tasks are not within the scope of the HAZWOPER standard so HAZWOPER training is not required for workers performing these tasks:

In general the regulation doesn't apply if:

- Workers work exclusively within uncontaminated areas of the hazardous waste site
- Do not enter areas where hazardous waste may exist, are stored or are processed

- Are not exposed to health or safety hazards related to hazardous waste operations

Note—tasks below must meet all three bulleted items.

Task
<ul style="list-style-type: none">• Utility Locating• Mobilization and Site Preparation

12.0 Medical Surveillance and Qualification

(Reference CH2M SOP HSE-113, Medical Surveillance, and Section 13 of the Handbook)

The following medical surveillance is required for CH2M and subcontractor personnel working onsite. Copies of physician's medical opinion will either be available onsite, or for CH2M staff, readily available from the CH2M HandS training database system. Refer to Section 13 of the Handbook for a description of HAZWOPER, respirator user, and hearing conservation medical surveillance.

General Required Medical Surveillance	Job or Activity-Specific Medical Surveillance (required if performing this work)
<input checked="" type="checkbox"/> HAZWOPER Medical Clearance	<input type="checkbox"/> Noise
<input checked="" type="checkbox"/> Respirator Medical Clearance	<input type="checkbox"/> Baseline Blood Lead
	<input type="checkbox"/> Asbestos Medical Clearance
	<input type="checkbox"/> Other (specify):
Personnel or Tasks Not Requiring Medical Surveillance	
Non-Hazwoper related tasks	

13.0 Site-Control Plan

(Reference CH2M SOP HSE-218, Hazardous Waste Operations, and Section 14 of the Handbook)

Site control is established to prevent the spread of contamination throughout the site and to ensure that only authorized individuals are permitted into potentially hazardous areas. Task-specific control measures are listed below. **Use of the Buddy System is required in all Exclusion zones.** Eating, drinking, and smoking are prohibited in all Exclusion Zones.

Site Control for General Work Area(s)			
<input type="checkbox"/> Perimeter fencing	Location:	<input type="checkbox"/> Barricades	Location:
<input checked="" type="checkbox"/> Signage	Location: Individual Properties and within a demarked perimeter at each drilling location	<input type="checkbox"/> Other: _____	Location:
<input checked="" type="checkbox"/> Traffic control devices	Location: Individual Properties and within a demarked perimeter at each drilling location	<input type="checkbox"/> Other: _____	Location:

Location	Site Control Procedure (discuss important elements such as signs, barricades, briefings, qualifications, required supplies and equipment, sign-in/out logs, etc.)
Support Zone	Individual Properties, Daily PTSPs, Hazwoper Training
Contamination Reduction Zone	Individual Properties, Daily PTSPs, Hazwoper Training
Exclusion Zone	Individual Properties, Daily PTSPs, Hazwoper Training. Traffic cones will be used to demarcate the exclusion zone.

14.0 Decontamination

(Reference CH2M SOP HSE-218, Hazardous Waste Operations, and Section 15 of the Handbook)

Refer to the Handbook (Section 15, Decontamination), for a complete description of decontamination activities and diagrams of typical decontamination areas. Decontamination areas will be established for work in potentially contaminated areas to prevent the spread of contamination. Decontamination areas should be located upwind of the exclusion zone where possible and should consider any adjacent or nearby projects and personnel. No eating, drinking, or smoking is permitted in contaminated areas and in exclusion or decontamination zones.

All contaminated material generated through the personnel and equipment decontamination processes (e.g., contaminated disposable items, gross debris, liquids, sludges) will be properly containerized and labeled, stored at a secure location, and disposed in accordance with project plans.

Type of Decon	Activity	Equipment	Process/Protocol
Personnel	<input checked="" type="checkbox"/> All Intrusive activities with contaminant contact	<input checked="" type="checkbox"/> Tubs/brushes for boot/glove wash <input checked="" type="checkbox"/> Solids disposal bag or drum (used PPE) <input type="checkbox"/> Liquid disposal drum (decon water)	<input checked="" type="checkbox"/> Boot wash/rinse <input checked="" type="checkbox"/> PPE disposal (no decon) <input checked="" type="checkbox"/> PPE waste area identified <input type="checkbox"/> Other: _____
Equipment	<input checked="" type="checkbox"/> Drill Rig, All Intrusive activities with contaminant contact	<input checked="" type="checkbox"/> Table for equipment decon/staging <input type="checkbox"/> Decon pad for vehicles <input checked="" type="checkbox"/> Pressure Washer <input checked="" type="checkbox"/> PPE used during decon <input checked="" type="checkbox"/> Decon supplies (brushes, brooms) <input type="checkbox"/> Containers/method to capture decon water and or sludge	<input checked="" type="checkbox"/> Equipment wiped/cleaned before leaving CRZ <input checked="" type="checkbox"/> Vehicle tires dry deconned prior to leaving site <input checked="" type="checkbox"/> Vehicle tires washed prior to leaving site <input type="checkbox"/> Other: _____

14.1 Decontamination During Medical Emergencies

Standard personnel decontamination practices will be followed whenever possible. For emergency lifesaving first aid and/or medical treatment, normal decontamination procedures may need to be abbreviated or omitted. In this situation, site personnel shall accompany contaminated victims to advise emergency response personnel on potential contamination present and proper decontamination procedures.

Outer garments may be removed if they do not cause delays, interfere with treatment, or aggravate the problem. Protective clothing can be cut away. If the outer garments cannot be safely removed, a plastic barrier between the individual and clean surfaces should be used to help prevent contaminating the inside of ambulances or medical personnel. Outer garments can then be removed at the medical facility.

15.0 Communications

Primary and backup means of communication for field crews have been established as described below:

Type of Communication	Primary Means	Backup Means
Communication between field crew	<input type="checkbox"/> Voice <input checked="" type="checkbox"/> Radio <input type="checkbox"/> Phone	<input type="checkbox"/> Voice <input type="checkbox"/> Radio <input checked="" type="checkbox"/> Phone
Communication with Office crew	<input checked="" type="checkbox"/> Radio <input type="checkbox"/> Phone	<input type="checkbox"/> Radio <input checked="" type="checkbox"/> Phone
Communication with Fire and Emergency Services	<input type="checkbox"/> Radio <input checked="" type="checkbox"/> Phone	<input type="checkbox"/> Radio <input checked="" type="checkbox"/> Phone

16.0 Required Facilities and Equipment

The following facilities and equipment are required and used for safe completion of work:

Facility	Type	Location
<input checked="" type="checkbox"/> Restrooms	Public	Restaurant
<input checked="" type="checkbox"/> Emergency Eyewash	First Aid Kit	Field Vehicle
<input checked="" type="checkbox"/> First aid kit/supplies	Type A	Field Vehicle
<input checked="" type="checkbox"/> Fire extinguishers	10lb, 20lb Drill Rig	Field Vehicle
<input checked="" type="checkbox"/> Potable Water	As needed	Field Vehicle
<input checked="" type="checkbox"/> Shade/rest area	As needed	Field Vehicle
<input checked="" type="checkbox"/> Heated rest area	As needed	Field Vehicle
<input checked="" type="checkbox"/> Other: Cell Phone		On-SSC

17.0 Emergency Response Plan

(Reference CH2M SOP HSE-106, Emergency Planning, and Section 16 of the Handbook)

Personnel responsible for coordinating emergency situations during site activity are identified below. The Emergency Contacts Page is at the front of this Plan. A site map showing assembly points and directions to the authorized medical facility is attached. Documented rehearsal and critique of this plan is required at least once during the task, or more often as necessary.

Responsibility	Name	Phone Number(s)
Emergency Response Coordinator (ERC)	Zach Dolbeare	217-416-2540
Type (desk or field) and frequency of rehearsal	Field rehearsal at project kickoff	

If an emergency situation develops which requires evacuation of the work area, the following steps shall be implemented.

Evacuation Step	Methods and comments:
Notify affected workers	ERC to tell effected workers
Evacuate to safe location	Depending on emergency, ERC to determine rally points during Daily Safety Briefing (PTSP)
Assemble and account for workers	ERC to use PTSP or Safety Briefing sign-in sheet
Notify Supervisor/Manager	ERC notifies using cell phone or in person
Complete incident report	HITS

Potential emergency situations and response actions are identified below.

In case of:	Response actions:
Injury or illness	Call Occupational Nurse Line, supervisor, and HSM if nonemergency. Call 911 for emergency
Chemical exposure	Call Occupational Nurse Line, supervisor, and HSM if nonemergency. Call 911 for emergency
Fire or explosion	Call Facility Security or 911, supervisor, and HSM
Adverse weather	Call supervisor, and HSM if nonemergency. Call 911 for emergency
Heat Stroke	Call 911, have a designee give location and directions to ambulance service if needed. If CH2M employee, call occupational physician at 1-866-893-2514.
Material spill or release	Appropriate spill response materials for all chemicals must be present at the job site. Only qualified (by training and previous experience) who have proper PPE and equipment available shall provide spill response operations, when safe to do so.

Evacuation Signals:	Meaning:
Grasping throat with hand	Emergency-help me
Thumbs up	OK; understood
Grasping buddy's wrist	Leave area now
Continuous sounding of horn	Emergency; leave site now

In the event of a **large quantity spill** notify emergency services. Personnel discovering a spill shall (only if safe to do so):

- Stop or contain the spill immediately (if possible) or note source. Shut off the source (e.g., pump, treatment system) if possible. If unsafe conditions exist, then leave the area, call emergency services, inform nearby personnel, notify the site supervisors, and initiate incident reporting process. The SSC shall be notified immediately;
- Extinguish sources of ignition (flames, sparks, hot surfaces, cigarettes);
- Clear personnel from the spill location and barricade the area;
- Use available spill control equipment in an effort to ensure that fires, explosions, and releases do not occur, recur, or spread;
- Use sorbent materials to control the spill at the source;
- Construct a temporary containment dike of sorbent materials, cinder blocks, bricks or other suitable materials to help contain the spill;
- Attempt to identify the character, exact source, amount, and extent of the released materials. Identification of the spilled material should be made as soon as possible so that the appropriate cleanup procedure can be identified;
- Contact the RHSM and Project EM in the event of a spill or release immediately so evaluation of reportable quantity requirements and whether agency reporting is required;
- Assess possible hazards to human health or the environment as a result of the release, fire or explosion; and
- Follow incident notification, reporting, and investigation section of this plan.

18.0 Incident Notification, Reporting, and Investigation

(Reference Section 16 of the Handbook for complete definitions and protocol)

18.1 Incident Notification

All employees and subcontractors' employees shall immediately report any incident (including "near misses,") in which they are involved or witness to their supervisor.

The CH2M or subcontractor supervisor, upon receiving an incident report, shall inform his immediate superior and the CH2M SSC (see incident notification flowchart at the end of this section).

The SSC shall immediately report the following information to the RHSM and PM by phone and e-mail:

- Project Name and Site Manager
- Date and time of incident
- Description of incident
- Extent of known injuries or damage
- Level of medical attention
- Preliminary root cause/corrective actions

If the incident was an environmental permit issue (potential permit noncompliance, other situation that result in a notice of violation) or a spill or release, contact the Project EM immediately so evaluation of reportable quantity requirements and whether agency reporting is required.

18.2 Drug and Alcohol Testing for CH2M Employees

As required by CH2M Policy 810, U.S. Employees are subject to post-incident and reasonable suspicion drug and alcohol testing. The employee must submit to drug and alcohol testing if the supervisor has a reasonable suspicion, and when any of the following occur:

- Work-related injury in which the company reasonably believes (under the Reasonable Suspicion provisions in the Policy) that drug and/or alcohol use is a contributing factor
- Incident resulting in property damage over \$500 as determined by the company
- Injury on or in company property/workplace (to employee or third parties) involving the employee's use of heavy machinery as determined by the company
- Incident considered to be a serious near-miss injury that occurs in the field or in the office as determined by the company and where the company reasonably believes (under the Reasonable Suspicion provisions in the Policy) that drug and/or alcohol use is a contributing factor to the serious near miss injury
- Other circumstances as dictated by Employee Relations
- An employee contributes to any of the previous bullets

Refer to the CH2M HSE Handbook and CH2M Policy 810 for additional information and specific requirements.

18.3 Drug and Alcohol Testing for Subcontractors

The drug and alcohol testing requirements stated above apply to subcontractors when required by the subcontract.

18.4 HITS System and Incident Report Form

The SSC shall complete an entry into the Hours and Incident Tracking System (HITS) database system located on CH2M's VO (or if VO not available, use the hard copy Incident Report Form and Root Cause Analysis Form and forward it to the RHSM) within 24 hours and finalize those forms within 3 calendar days.

18.5 Injury Management/Return-to-Work (for US/Puerto Rico based CH2M Staff Only)

In the event of an injury, or potential injury (i.e., involvement in motor vehicle collision with no apparent injury; a puncture wound with no bleeding or apparent infection, etc.), the following actions shall be taken:

- Employee informs their supervisor.
- Employee calls the Injury Management Program toll free number 1-866-893-2514 immediately and speaks with the Occupational Injury Nurse. This number is operable 24 hours per day, 7 days a week. **Employees are encouraged to enter this phone number into their cell phones prior to starting field work.**
- Supervisor ensures employee immediately calls the Injury Management Program number. Supervisor makes the call with the injured worker or for the injured worker, if needed.
- Nurse assists employee with obtaining appropriate medical treatment, as necessary schedules clinic visit for employee (calls ahead, and assists with any necessary follow up treatment). The supervisor or SSC accompanies the employee if a clinic visit is necessary to ensure that employees receive appropriate and timely care.
- Supervisor or SSC completes the HITS entry or Incident Report Form immediately (within 24 hours) and forwards it to the Project Manager and RHSM.
- Nurse notifies appropriate CH2M staff by email (supervisor, Health & Safety, Human Resources, Workers' Compensation).
- Nurse communicates and coordinates with and for employee on treatment through recovery.
- Supervisor ensures suitable duties are identified and available for injured or ill workers who are determined to be medically fit to return to work on transitional duty (temporary and progressive).
- Supervisor ensures medical limitations prescribed (if any) by physician are followed until the worker is released to full duty.

18.6 Serious Incident Reporting Requirements

Serious incidents include the following:

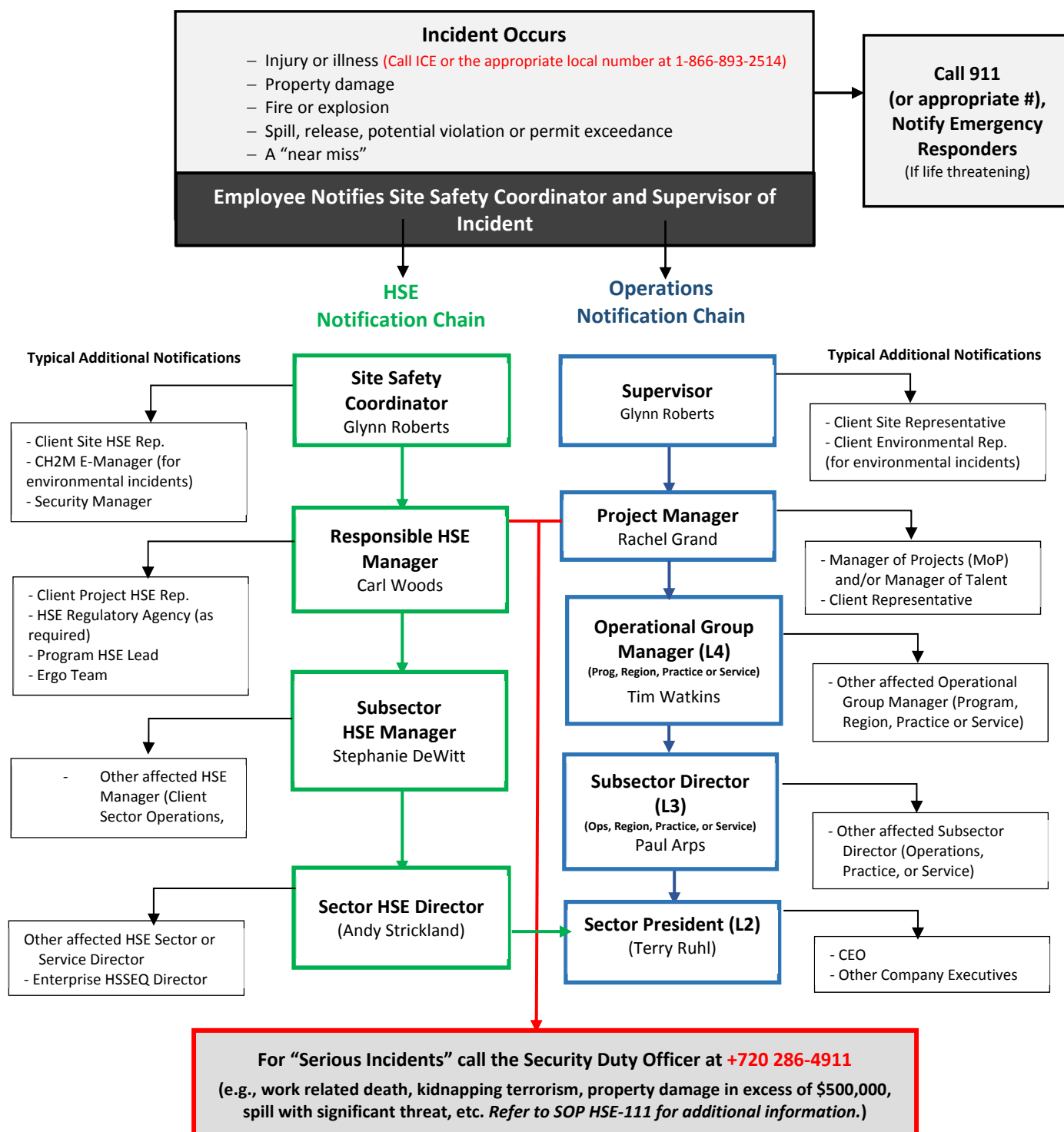
- Work related death, or life threatening injury or illness of a CH2M employee, subcontractor, or member of the public
- Kidnap or missing person
- Acts or threats of terrorism
- Event that involves a fire, explosion, or property damage that requires a site evacuation or is estimated to result in greater than \$500,000 in damage
- Spill or release of hazardous materials or substances that involves a significant threat of imminent harm to site workers, neighboring facilities, the community or the environment

If an incident meets the "Serious Incident" criteria, the Project Manager is to immediately contact the Crisis Manager at 720-286-4911, then follow the standard incident reporting procedure.

NATIONAL GOVERNMENTS CLIENT SECTOR INCIDENT NOTIFICATION PROCEDURE

Verbal Incident Notification – to be implemented as soon as possible after an incident.

Verbal incident notification is made to **both the HSE and the Operations chains** to the indicated group depending on the severity, and any project, sector, geographic, or client specific notification and reporting requirements as shown below (*Refer to SOP HSE-111 for additional information*). After verbal notification, complete a [HITS](#) report.

**Third Party Incidents –**

Incidents outside of our contractual obligations do not need to be reported UNLESS they are serious and may adversely affect CH2M, our clients, or project work. The Project and Sector HSE Managers will determine the level of communication necessary.

19.0 Inspections

19.1 Management HSE Inspection Checklists

The Management Inspection Checklist (see form in attachments to this plan) is intended to facilitate PM leadership, to provide an opportunity for PMs to mentor field staff on HSE, and to identify any big picture actions that need to be addressed. This checklist does not take the place of a formal HSE audit. The PM shall do the following:

- Complete one checklist per month during field work at their site. The PM may delegate completion to the task lead, field team leader, or construction manager if the project is of short duration and a visit is not planned for.
- Complete applicable sections of the checklist (can be typed or handwritten). PM shall address issues with the field team, taking the opportunity to mentor staff by identifying the “root cause” of observation (e.g., Why are safe work observations (SWOs, formerly safe behavior observations [SBOs]) not being completed? Had this hazard been noted by any other team members?).
- Send completed form to the Outlook mailbox, CH2MHILLESInspections@CH2M.com, and copy the overall program manager and RHSM for tracking and review. Original should be kept in the project files.

19.2 Project Activity Self-Assessment Checklists

The following self-assessment checklists are required when the task or exposure is initiated and weekly thereafter. The checklists shall be completed by the SSC or other CH2M representative and maintained in project files.

Drilling

Hazardous Materials

Hand and Power Tools

PPE

19.3 Safe Work Observations

The SSC or designee shall perform at least one SWO each week for any field work performed by subcontractors or when there are at least two CH2M personnel performing field work.

Email completed forms to:

US: [CH2M ES FED Safe Work Observation](#)

19.4 Agency Inspections

If a federal or local agency (e.g., OSHA, local water board, EPA) announces it will be performing inspection, either announced or unannounced, refer to the attachment, *Target Zero Bulletin on Agency Inspections*, in this plan. Contact the PM, RHSM and EM as soon as notice is received.

20.0 Records and Reports

Refer to the Handbook (Section 19, Records and Reports), for a complete description of HSE recordkeeping requirements. Below are examples of records that must be maintained as the project progresses:

- Exposure records includes air monitoring data (including calibration records), SDSs, exposure modeling results
- Training records
- Respiratory fit test records
- Incident reports, investigations and associated back-up information
- Federal or state agency inspection records
- HSE audits and assessments
- Confined space entry permits
- Waste profiles
- Agency submittals
- Equipment inspections
- Equipment maintenance
- Emergency equipment inspection records
- SBOs
- Self-assessment checklists
- Daily Safety Meeting Sign-In forms/PTSPs
- Waste analytical data
- Manifests
- Reports and certifications

21.0 Employee Signoff Form

EMPLOYEE SIGNOFF FORM Health and Safety Plan The CH2M project employees and subcontractors listed below have been provided with a copy of this HSP, have read and understood it, and agree to abide by its provisions.			
Project Name: OAZ Superfund Site, Remedial Design		Project Number: 687729	
EMPLOYEE NAME (Please print)	EMPLOYEE SIGNATURE	COMPANY	DATE

Attachment 1
CH2M HSE Field Handbook

CH2M Health, Safety, and Environment Field Handbook

April 2017



This Page Intentionally Blank

Contents

1.	Introduction	1-1
1.1	CH2M Health, Safety, and Environment Policies and Goals.....	1-1
1.1.1	Health, Safety, and Environment Policy Commitment.....	1-1
1.1.2	Environmental Policies	1-1
1.1.3	Project-Specific Health, Safety, and the Environment Goals	1-2
2.	Applicability	2-1
3.	Roles and Responsibilities	3-1
3.1	CH2M Line Management (Program/Project Managers)	3-1
3.2	CH2M Responsible Health and Safety Manager.....	3-2
3.3	CH2M Responsible Environmental Manager	3-2
3.4	CH2M Safety Coordinator.....	3-3
3.5	CH2M Employees	3-4
3.5.1	Employee Authority.....	3-4
3.6	CH2M Subcontractors	3-5
3.7	Client Contractors.....	3-5
4.	Standards of Conduct.....	4-1
4.1	HSE Accountability.....	4-1
4.1.1	Prohibited Behaviors and Actions	4-1
4.1.2	Disciplinary Actions	4-2
4.2	Subcontractor HSE Performance.....	4-2
4.2.1	Observed Hazard Form.....	4-2
4.2.2	Stop Work Order	4-2
4.3	Incentive Program	4-3
4.4	Reporting Unsafe Conditions/Practices.....	4-3
5.	HSE Planning and Change Management.....	5-1
5.1	Subcontractor HSE Chartering Meeting	5-1
5.2	Daily Safety Meetings and Pre-Task Safety Plans.....	5-1
5.3	Change Management	5-1
5.4	Agency Inspection Guidance	5-2
6.	Project Hazard and Environmental Impact Analysis.....	6-1
6.1	Hazard Identification and Control – The 10 Energies.....	6-1
6.2	Activity Hazard and Environmental Impact Analysis.....	6-2
6.3	Subcontractor Activity Hazard and Environmental Impact Analysis.....	6-2
7.	General Hazards and Controls	7-1
7.1	Bloodborne Pathogens.....	7-1
7.2	Chemical and Petroleum Storage	7-1
7.2.1	Storage of Flammable/Combustible Liquids	7-2
7.2.2	Indoor Storage of Flammable/Combustible Liquids.....	7-2
7.2.3	Outside Storage of Flammable/Combustible Liquids.....	7-2
7.2.4	Storage of Hazardous Waste	7-3
7.2.5	Storage of Chemical Injection Chemicals/Materials	7-3
7.3	Driving Safety.....	7-3
7.4	Electrical Safety	7-5

7.5	Extended Work Hours and Fatigue Management	7-6
7.6	Field Ergonomics and Manual Lifting	7-6
7.7	Field Trailer/Office Setup and Maintenance	7-8
7.8	Field Vehicles	7-9
7.9	Fire Prevention	7-9
7.9.1	Fire Extinguishers and General Fire Prevention Practices	7-10
7.9.2	Dispensing of Flammable/Combustible Liquids	7-10
7.10	General Practices and Housekeeping	7-10
7.11	Hazard Communication	7-11
7.12	Knife Use	7-12
7.13	Lighting	7-14
7.14	Personal Hygiene	7-14
7.15	Personal Security	7-14
7.16	Shipping and Transportation of Hazardous Materials	7-16
7.17	Substance Abuse	7-17
7.18	Unknown or Suspect Objects/Materials	7-18
7.19	Workplace Hazardous Materials Information System	7-18
8.	Project-Specific Hazard Controls	8-1
8.1	Abrasive Blasting	8-1
8.2	Aerial Lifts	8-1
8.3	All-Terrain Vehicles and Utility-Type Vehicle Safety	8-2
8.4	Arsenic	8-3
8.5	Asbestos	8-4
8.6	Barbed Wire Fences	8-5
8.7	Benzene	8-5
8.8	Blasting / Explosives	8-6
8.9	Boating Safety	8-7
8.10	Burning	8-8
	Cadmium	8-9
8.11	Chainsaws	8-9
8.11.1	Equipment	8-9
8.11.2	PPE Requirements	8-10
8.11.3	Safe Operation	8-10
8.11.4	Refueling the Engine	8-11
8.12	Chemical Injections	8-11
8.13	Compressed Gas Cylinders	8-15
8.13.1	General	8-15
8.13.2	Calibration Gas Cylinder Disposal	8-16
8.14	Concrete Work and Masonry Construction Activities (Including well pad construction)	8-16
8.15	Concrete Core Drilling	8-18
8.16	Concrete Saw Cutting	8-19
8.17	Confined Space Entry Activities	8-19
8.18	Cranes	8-20
8.19	Crystalline Silica	8-23
8.20	Demolition	8-24
8.21	Diving	8-25
8.22	Drilling Safety	8-26
8.22.1	Air Rotary Drilling	8-27
8.22.2	Cold Weather Drilling	8-27

8.23	Drum and Portable Tank Handling	8-28
8.24	Drum Sampling Safety	8-28
8.25	Dust.....	8-29
8.26	Earthmoving/Heavy Equipment	8-29
8.26	Elemental Sulphur	8-30
8.27	Energized Electrical Work.....	8-31
8.28	Electrofishing Safety	8-33
	8.28.1 Safe Fishing.....	8-34
	8.28.2 Electrical Shock.....	8-34
	8.28.3 Preventing Electrical Shock	8-34
	8.28.4 Backpack Safety.....	8-35
8.29	Excavation Activities	8-35
8.30	Fall Protection Activities.....	8-37
8.31	Flight Line Safety	8-38
8.32	Forklift Operations.....	8-38
8.33	Groundwater Sampling/Water Level Measurements	8-39
8.34	Hand and Power Tools.....	8-40
8.35	Haul Trucks	8-41
8.36	Hoists	8-42
8.37	Hydrogen Sulfide	8-43
8.38	Ionizing Radiation	8-44
8.39	Lead	8-45
8.40	Lockout/Tagout Activities.....	8-45
8.41	Avoidance of Munitions and Explosives of Concern (MEC) and/or Materials Potentially Presenting an Explosive Hazard (MPPEH).....	8-46
8.42	Marijuana Cultivation Sites	8-46
8.43	Methane (as a Product of Injection Activities)	8-47
8.44	Methane (as Landfill Gas or Shale Formations).....	8-48
8.45	Methylene Chloride.....	8-49
8.46	Naturally Occurring Radiation Materials (NORM).....	8-49
8.47	Mower, Brush Hog and Weed Trimmer Safety	8-51
8.48	Off-Road Driving Safety	8-52
8.49	PCB/Ballast Handling	8-53
8.50	Portable Generator Hazards.....	8-54
8.51	Powder-Actuated Tools	8-55
8.52	Pressure Line/Vessel Systems	8-55
8.53	Pressure Washing Operations	8-56
8.54	Process Safety Management	8-56
8.55	Radar Hazards.....	8-57
8.56	Rail Road Safety.....	8-57
8.57	Rigging	8-58
	8.57.1 General	8-58
	8.57.2 Equipment	8-59
	8.57.3 Rigging Use	8-59
8.58	Scaffolds	8-60
	8.58.1 Working from Scaffolds.....	8-60
	8.58.2 Supported Scaffolds.....	8-60
	8.58.3 Suspended Scaffolding	8-61
	8.58.4 Fall Protection on Suspended Scaffolds	8-62
8.59	Slips, Trips and Falls.....	8-62

8.60	Spotters during Vehicle Backing Operations and Heavy Equipment Tasks.....	8-65
8.61	Stairways and Ladders	8-66
8.62	Static Electricity Hazards	8-67
8.63	Steel Erection.....	8-69
8.64	Stream Crossing.....	8-70
8.65	Storm Water	8-71
8.66	Traffic Control.....	8-71
8.67	Utilities (underground)	8-72
8.68	Utilities (overhead)	8-74
8.69	Vacuum Trucks	8-76
8.70	Vinyl Chloride	8-76
8.71	Wastewater	8-77
8.72	Welding and Cutting.....	8-78
	8.72.1 Compressed Gas Cylinders	8-79
	8.72.2 Welding and Cutting Equipment	8-80
	8.72.3 Arc Welding and Cutting.....	8-80
	8.72.4 Toxic Fumes and Gases.....	8-80
	8.72.5 Fire Prevention	8-81
8.73	Working Around Material Handling Equipment.....	8-81
8.74	Working Alone	8-82
8.75	Working Over Water	8-83
9.	Physical Hazards and Controls	9-1
9.1	Noise	9-1
9.2	Ultraviolet Radiation (sun exposure).....	9-1
9.3	Temperature Extremes.....	9-2
	9.3.1 Heat	9-2
	9.3.2 Cold.....	9-8
10.	Biological Hazards and Controls.....	10-1
10.1	Black Bears.....	10-1
10.2	Bees and Other Stinging Insects	10-1
10.3	Bird Droppings	10-2
10.4	Cactus	10-2
10.1	Canada Geese	10-2
10.2	Cougars/Mountain Lions	10-3
10.3	Coyotes	10-3
10.4	Devil's Club	10-3
10.5	Feral Dogs and Cats	10-4
10.6	Fire Ants.....	10-4
10.7	Giant Hogweed	10-4
10.8	Hantavirus.....	10-5
10.9	Hazards during Hunting Seasons	10-5
10.10	Leeches	10-6
10.11	Mosquitos and Dengue, Chikungunya, Zika, and West Nile Viruses	10-7
10.12	Poison Ivy, Poison Oak, and Poison Sumac	10-10
10.13	Protected Species and Habitat	10-11
10.14	Scorpions	10-11
10.15	Snakes.....	10-11
10.16	Spiders - Brown Recluse and Widow.....	10-12

10.17	Ticks	10-13
10.18	Wetlands.....	10-14
11.	Personal Protective Equipment	11-1
11.1	Required Personal Protective Equipment	11-1
11.2	Respiratory Protection	11-1
12.	Worker Training and Qualification.....	12-1
12.1	CH2M Worker Training	12-1
12.1.1	CH2M Worker Category Training	12-1
12.1.2	Hazardous Waste Operations Training.....	12-1
12.1.3	Competent Person.....	12-2
12.1.4	First Aid/Cardiopulmonary Resuscitation	12-2
12.1.5	Safety Coordinator Training	12-2
12.1.6	Site-Specific Training	12-2
13.	Medical Surveillance and Qualification	13-1
13.1	Hazardous Waste Operations and Emergency Response	13-1
13.2	Respirator User Qualification	13-1
13.3	Hearing Conservation	13-1
14.	Site-Control Plan.....	14-1
14.1	Site-Control Procedures	14-1
14.2	Remediation Work Area Zones.....	14-1
14.2.1	Support Zone	14-1
14.2.2	Contamination Reduction Zone.....	14-1
14.2.3	Exclusion Zone	14-1
14.2.4	Other Controlled Areas.....	14-2
15.	Decontamination	15-1
15.1	Contamination Prevention	15-1
15.2	Personnel and Equipment Decontamination	15-1
15.3	Decontamination During Medical Emergencies.....	15-2
15.4	Waste Collection and Disposal	15-2
15.5	Diagram of Personnel-Decontamination Line	15-2
16.	Emergency Preparedness	16-1
16.1	Pre-Emergency Planning.....	16-1
16.2	Incident Response	16-1
16.3	Emergency Medical Treatment	16-2
16.4	Evacuation	16-2
16.5	Evacuation Signals	16-2
16.6	Inclement Weather.....	16-3
16.6.1	Tornado Safety	16-3
16.1	International Travel	16-4
17.	Inspections	17-1
17.1	Management/Leadership Health, Safety, Security, and Environment Inspections and Feedback	17-1
17.2	Project Activity Self-Assessment Checklists	17-1
17.3	Safe Work Observations	17-1
18.	Incident Notification, Reporting, and Investigation	18-1
18.1	General Information	18-1

18.2	Section Definitions.....	18-1
18.3	Incident Notification and Reporting Requirements	18-2
18.4	Drug and Alcohol Testing for CH2M Employees.....	18-2
18.5	Drug and Alcohol Testing for Subcontractors	18-3
18.6	HITS System and Incident Report Form.....	18-3
18.7	Injury Care for Employees (for U.S./Canada/Puerto Rico based CH2M Staff Only)	18-3
	18.7.1 Background.....	18-3
	18.7.2 The Injury Care for Employees Notification Process:	18-3
18.8	Serious Incident Reporting Requirements	18-4
	18.8.1 Serious Incident Determination	18-4
	18.8.2 Serious Incident Reporting	18-4
18.9	Cause Analysis/Incident Investigation	18-6
19.	Waste Management, Transport and Disposal.....	19-1
19.1	Waste Management	19-1
19.2	Waste Transport	19-2
19.3	Waste Disposal	19-3
19.4	Waste Recordkeeping.....	19-3
20.	Records and Reports	20-4

ATTACHMENTS:

Employee Sign-Off Form

Subcontractor Sign-Off Form

1. Introduction

1.1 CH2M Health, Safety, and Environment Policies and Goals

1.1.1 Health, Safety, and Environment Policy Commitment

Protection of people and the environment is a CH2M core value. It is our vision to create a culture that empowers employees to drive this value into all global operations and achieve excellence in health, safety, and environment (HSE) performance. CH2M deploys an integrated, enterprise-wide behavior based HSE management system to fulfill our mission and the expectations of our clients, staff, and communities based on the following principles:

- We require all management and supervisory personnel to provide the leadership and resources to inspire and empower our employees to take responsibility for their actions and for their fellow employees to prevent injuries, illnesses, and adverse environmental impacts, and create a safe, healthy, and environmentally-responsible workplace.
- We provide value to clients by tailoring HSE processes to customer needs and requiring CH2M employees and subcontractors to deliver projects that identify HSE requirements and commit to compliance with applicable HSE laws and regulations, company standards, and external requirements.
- We are committed to pollution prevention in conjunction with our Sustainability Policy and by offering our clients sustainable solutions.
- We aspire to continually improve our performance and influence others to redefine world-class HSE excellence.
- We evaluate our design engineering and physical work environment to verify safe work conditions and practices are established, followed, and corrected as needed.
- We assess and continually improve our HSE program to achieve and maintain world-class performance by setting and reviewing objectives and targets, reporting performance metrics, and routinely evaluating our program.
- We expect all employees to embrace our Target Zero culture, share our core value for the protection of people and the environment, understand their obligations, actively participate, take responsibility, and “walk the talk” on and off the job.

1.1.2 Environmental Policies

Environmental Permits Policy 315 mitigates risk from obtaining and implementing permits that could lead to enforcement actions or third party lawsuits. It requires prior approval by the Sector Risk Manager for environmental permits where CH2M is named as the permit owner or operator. If CH2M is not named, but is responsible for implementing an environmental permit on the client’s behalf, the Sector EM must review the permit and identify compliance assurance measures, which may include additional training, a permit compliance plan or auditing.

The Restricted Hazardous and Radioactive Projects Policy 316 mitigates risk associated with managing asbestos and lead-based paint, signing hazardous waste manifests, and projects involving management radioactive material. Prior approval is required for stand-alone asbestos and lead-based paint projects including surveys, abatement and monitoring. Approval and specific training is required before any CH2M employee may sign a hazardous waste manifest.

Contact the project REM and PM for specific requirements under Policy 315 or 316.

1.1.3 Project-Specific Health, Safety, and the Environment Goals

All management and employees are to strive to meet the project-specific Health, Safety, and the Environment (HSE) goals outlined below. The team will be successful only if everyone makes a concerted effort to accomplish these goals. The goals allow the project to stay focused on optimizing the health and safety of all project personnel and, therefore, making the project a great success.

CH2M has established eleven specific goals and objectives:

- Create an injury-free environment;
- Have zero injuries or incidents;
- Provide management leadership for HSE by communicating performance expectations, reviewing and tracking performance, and leading by example;
- Ensure effective implementation of the project safety plan, environmental plan (or equivalent) through education, delegation, and team work;
- Ensure 100 percent participation in HSE compliance;
- Continuously improve our safety and environmental performance;
- Maintain free and open lines of communication;
- Make a personal commitment to safety as a value;
- Focus safety improvements on high-risk groups;
- Continue strong employee involvement initiatives; and
- Achieve health, safety, and environmental excellence.

2. Applicability

This CH2M Health, Safety, and Environment Field Handbook (Handbook) applies to:

- All CH2M staff supporting projects globally, including subcontractors and tiered subcontractors of CH2M working on the site; and
- All visitors to the construction or remediation site in the custody of CH2M (including visitors from the Client, the Government, the public, and other staff of any CH2M company).

This Handbook does not apply to the third-party contractors, their workers, their subcontractors, their visitors, or any other persons not under the direct control or custody of CH2M. This document does not apply to LLC companies within CH2M.

This Handbook defines the procedures and requirements for the health and safety of CH2M staff and visitors when they are physically on the work site. The work site includes the project area (as defined by the contract documents) and the project offices, trailers, and facilities thereon.

This Handbook will be kept onsite during field activities and will be reviewed as necessary. The Handbook will be amended or revised as project activities or conditions change or when supplemental information becomes available. The Handbook adopts, by reference, the Enterprise-wide Core Standards and Standards of Practice (SOPs), as appropriate. In addition, the Handbook may adopt procedures from the project Work Plan and any governing regulations. If there is a contradiction between this Handbook and any governing regulation, the more stringent and protective requirement shall apply.

For those working in the state of California in the United States, this Handbook incorporates the regulatory requirements described in the State of California OSHA agency – Cal/OSHA Title 8 CCR, Section 3203, Injury and Illness Prevention Program (IIPP), and section 1509, Construction Injury and Illness Prevention Program. The current version of [CH2M Cal/OSHA IIPP written program](#) can be accessed on the HSE website under HSE Programs.

When this Handbook is used to supplement the project health and safety plan, all CH2M staff and subcontractors must sign the employee sign-off form included at the end of this Handbook to acknowledge review of the document. CH2M employees will send a signed copy of the sign-off form to their SPA or will maintain it in project files. The subcontractor sign-off form will be maintained on site by the project Safety Coordinator (SC).

3. Roles and Responsibilities

The sections below describe the roles and responsibilities of personnel referred to in the project-specific safety plan.

3.1 CH2M Line Management (Program/Project Managers)

Line management safely manages and executes overall program, project, or site work. The Program or Project Manager (PM) may explicitly delegate specific tasks to other staff, but retains ultimate responsibility for HSE related responsibilities including:

- Coordinate and lead Subcontractor HSE Chartering meetings prior to the start of field work;
- Designate a qualified Safety Coordinator in conjunction with the RHSM/EM;
- Ensure CH2M safety plan (and environmental plan, if applicable) is current and provide approval alongside the HSE Manager/RHSM or EM, if applicable;
- Ensure CH2M Activity Hazard Analyses (AHAs) or AHA/Environmental Impact Assessment (EIA) are in place and verify HSE Manager/RHSM has reviewed and approved;
- Notify HSE staff if changes to scope have an effect on HSE plans, documents, or requirements; review and approve any field change requests (FCRs) to the safety plan.
- Ensure copies of training and medical monitoring records, and site-specific safety procedures are being maintained in the project file accessible to site personnel;
- Provide oversight of subcontractor HSE practices per the site-specific safety plans and procedures;
- Manage the site and interfacing with 3rd parties in a manner consistent with the contract and subcontract agreements and the applicable standard of reasonable care;
- Ensure that the overall, job-specific, HSE goals are fully and continuously implemented;
- Perform a Management Inspection at least once during short-term projects or once a month on long-term projects;
- Set an example for safe work practices, attitudes, and culture through personal action and participation in the HSE program, including HSE programs, rules, procedures, processes, and training
- Intervene or stop work when an unsafe condition or behavior is observed, and/or when an environmentally compromising condition is encountered;
- Consistently and even-handedly enforce HSE rules, procedures, and requirements at the office and/or on project work sites;
- Promptly report all work-related HSE incidents or near misses;
- Conduct, cooperate, or assist with HSE incident investigations;
- Wear any required personal protective equipment when visiting project site;
- Consult with the Human Resources Delivery Partner before taking any disciplinary action (other than verbal counseling) associated with [CH2M Policy 203](#), HSE Accountability, and/or HSE programs rules, procedures, processes and training;
- Has the overall responsibility for implementing the Drug-Free Workplace Program ([Policy 810](#)) on his/her project; and

-
- Coordinate HSE needs of contingent labor as required by the [Contingent Worker Core Standard](#) and [Policy 809, Contingent Worker Policy](#).

3.2 CH2M Responsible Health and Safety Manager

The Responsible Health and Safety Manager (RHSM) is assigned by the client sector HSE Lead or designee to provide ongoing health and safety technical guidance and support to the project, program or facility. The RHSM is responsible for the following:

- Develop or review and approve CH2M safety plan(s) and revisions or amendments as well as AHAs or AHA/EIA;
- Review and accept subcontractor training and medical monitoring records prior to start of field operations;
- Review subcontractor statements of work to include project H&S requirements before they are sent to potential subcontractors ;
- Review and accept subcontractor site-specific safety procedures (including safety plans and AHAs or AHA/EIAs) for adequacy prior to start of subcontractor's field operations;
- Provide input to the PM on the selection of the SC;
- Support the oversight (or SC's direct oversight) of subcontractor and tiered subcontractor HSE practices;
- Permit upgrades and downgrades in personal protective equipment (PPE), including respiratory protection, in accordance with the site safety plan;
- Conduct audits as determined by project schedule and coordination with PM; and
- Participate in incident investigations, lessons learned, loss and near loss reporting.

3.3 CH2M Responsible Environmental Manager

The Responsible Project EM (REM), also referred to as the Program or Project EM, is assigned by the client sector HSE Manager or sector EM to provide ongoing environmental protection and compliance guidance and support the project, program or facility. The REM is responsible for the following:

- Provide project/task-specific environmental compliance input to include in statements of work before they are sent to potential subcontractors (when requested by the project team);
- Provide environmental program support in areas such as training, auditing, planning, permit tracking, and subcontractor oversight as needed or as specified in the project environmental plan or equivalent plan;
- Assist the PM to identify environmental requirements, including those described in the CH2M Target Zero Management System Manual, environmental risks, environmental permits and similar documents that CH2M is responsible for complying with (e.g., notices, approvals or other documents that legally bind CH2M);
- Verify that a Field Project Start-up Form (FPSF) has been submitted and that an Environmental Plan or equivalent document is available;
- Assist the PM in preparing or coordinating the preparation of regulatory-required environmental plans (e.g., SPCC, SWPPP) and contract-required environmental plans (e.g., Environmental Protection Plan);
- Review revised scopes of work and changes in project conditions to identify new environmental issues and requirements;
- Review/approve waste characterizations and client waste profiles, or engage the project Waste Coordinator to review and approve;

-
- Evaluate any spills, releases, or environmental permit incidents for appropriate follow-up actions, notifications, and recordkeeping requirements; and
 - Provide environmental compliance and environmental management expertise, advice, and training to the project team as needed during the course of the project.

3.4 CH2M Safety Coordinator

The SC is responsible for verifying that the project is conducted in a safe manner including the following specific obligations:

- Participate in Subcontractor HSE Chartering meetings prior to the start of field work;
- Verify the project safety plan, and environmental plan, if applicable, is current and amended when project activities or conditions change;
- Verify CH2M site personnel and subcontractor personnel read this Handbook, the project safety plan, and applicable AHAs or AHA/EIA and sign the accompanying sign-off forms for each, prior to commencing field activities;
- Verify CH2M site personnel have completed any required specialty training (for example, fall protection, confined space entry, among others) and medical surveillance as identified in the project safety plan;
- Verify that project files include copies of accepted subcontractor training and medical monitoring records, and accepted site-specific safety procedures prior to start of subcontractor's field operations;
- Act as the project "Hazard Communication Coordinator" and perform the responsibilities outlined in the project safety plan;
- Act as the project "Emergency Response Coordinator" and perform the responsibilities outlined in the project safety plan;
- Post the required workplace labor posters. In the US, post the Occupational Safety and Health Administration (OSHA) job-site poster. The poster is required at sites where project field offices, trailers, or equipment-storage boxes are established. If you work in the US in a state with an OSHA State Plan, make sure the State Plan poster is posted, if required. In Canada, check the provincial Ministry of Labour website to determine which posters are required;
- Hold and/or verify that safety meetings are conducted and documented in the project file initially and as needed throughout the course of the project (as tasks or hazards change);
- Assist in implementing environmental plan requirements at the project as assigned by the PM or project EM;
- Verify that project health and safety forms and permits are being used as outlined in the project safety plan;
- Perform oversight and assessments of subcontractor HSE practices per the site-specific safety plan and verify that project activity self-assessment checklists are being used as outlined in the project safety plan;
- Ensure that deficiencies identified in self-assessment checklists are tracked through completion and closed out;
- Coordinate with the RHSM regarding CH2M and subcontractor operational performance, and 3rd party interfaces;
- Verify appropriate personal protective equipment (PPE) use, availability, and training;
- Ensure that the overall, job-specific, HSE goals are fully and continuously implemented;
- Calibrate and conduct air monitoring in accordance with the project safety plan; maintain all air monitoring records in project file;

-
- Maintain HSE records and documentation at the project site;
 - Facilitate government agency inspections (e.g., OSHA, Occupational Health and Safety [OH&S]) including accompanying inspector and providing all necessary documentation and follow-up;
 - Deliver field HSE training as needed based on project-specific hazards and activities;
 - Consistently and even-handedly enforce HSE rules, procedures, and requirements at the office and/or on project work sites;
 - Wear any required personal protective equipment;
 - Contact the RHSM and PM in the event of an incident;
 - Contact the RHSM and Project EM in the event of a spill or release immediately so evaluation of reportable quantity requirements and whether agency reporting is required;
 - Conduct, cooperate, or assist with HSE incident investigations;
 - Contact the PM and RHSM when standards of conduct or CH2M Policy 203 has been violated by a CH2M employee;
 - When an apparent imminent danger exists, immediately remove all affected CH2M employees and subcontractors, notify subcontractor safety representative, stop affected work until adequate corrective measures are implemented, and notify the PM and RHSM as appropriate; and
 - Document all verbal health and safety-related communications in project field logbook, daily reports, or other records.

3.5 CH2M Employees

All personnel have the responsibility for performing work in a safe manner and to:

- Understand and abide by CH2M and client HSE programs, rules, procedures, processes, and training, including any that are project-specific;
- Complete all required HSE training made available and accessible within established timelines;
- Always wear any required personal protective equipment;
- Intervene or stop CH2M work when an unsafe condition or behavior is encountered or observed, and/or when an environmentally compromising condition exists;
- Promptly pause work and notify a supervisor, PM, SC, or RHSM when an unsafe condition or behavior is observed, and/or when an environmentally compromising condition exists;
- Promptly report to supervisor, PM, SC, or HSE Manager/RHSM/EM all work-related health, safety, and environmental incidents or near misses;
- Attend required project HSE pre-task briefings and meeting prior to performing work;
- Cooperate or assist with HSE incident investigations; and
- Encourage safe work practices and attitudes by setting a personal example and participate in the site HSE program and meetings.

3.5.1 Employee Authority

Each employee on the project has the obligation and authority to shut down any perceived unsafe work and during employee orientation, each employee will be informed of their authority to do so.

COPYRIGHT 2017 BY CH2M. THE INFORMATION IN THIS DOCUMENT IS PROPRIETARY."

3.6 CH2M Subcontractors

Subcontractors must comply with the following activities, and are responsible to:

- Participate in Subcontractor HSE Chartering meetings;
- Implement and comply with all HSE requirements in their subcontract;
- Comply with all local, state, provincial, and federal safety standards;
- Comply with project and owner safety requirements;
- Maintain up-to-date health and safety training, medical, and competent person qualification records at the project site, readily available for inspection;
- Assign a competent site HSE representative who has the appropriate level of authority to act on HSE issues;
- Actively participate in the project safety program and either hold or attend and participate in all required safety meetings;
- Develop and implement site- and activity-specific HSE plans and/or procedures for work they will be performing;
- Maintain safety equipment and PPE for their employees;
- Determine and implement necessary controls and corrective actions to correct unsafe conditions;
- Maintain and replace safety protection systems damaged or removed by the subcontractor's operations;
- Notify the SC of any incidents including, injury, spills or releases, environmental permit issues, near misses or property damage immediately and submit report to CH2M within 24 hours;
- Install contractually required general conditions for safety (for example, handrail, fencing, fall protection systems, floor opening covers);
- Conduct site-specific and job-specific training for all subcontractor employees, including review of the CH2M safety plan, subcontractor safety plans, and subcontractor AHAs or AHA/EIA, and sign appropriate sign-off forms;
- Provide subcontractor staff with the appropriate HSE training, qualifications, PPE, supplies and equipment necessary to safely complete assigned work; and
- Provides reports and maintains records of HSE-related activities in accordance with contract requirements and HSE Plans.

Subcontractors may be required to submit their own site-specific safety plan and other plans such as lead or asbestos abatement compliance plans. Subcontractors are responsible for the HSE procedures specific to their work, and are required to submit their plans to CH2M for review and acceptance before the start of field work.

Subcontractors are also required to prepare AHAs or AHA/EIAs before beginning each activity posing hazards to their personnel. The AHA or AHA/EIA shall identify the principle steps of the activity, potential HSE hazards or impacts for each step and recommended control measures for each identified hazard. In addition, a listing of the equipment to be used to perform the activity, inspection requirements, and training requirements for the safe operation of the equipment listed must be identified.

3.7 Client Contractors

CH2M project safety plans do not cover contractors that are contracted directly to the client or the owner. CH2M is not responsible for the health and safety or means and methods of the contractor's work, and we must never

assume such responsibility through our actions (such as advising on health and safety issues). In addition to these instructions, CH2M team members should review contractor safety plans so that we remain aware of appropriate precautions that apply to us. Self-assessment checklists are to be used by the SC and CH2M team members to review the contractor's performance only as it pertains to evaluating CH2M exposure and safety. The RHSM is the only person who is authorized to comment on or accept contractor safety procedures.

Health and safety-related communications with contractors should be conducted as follows:

- Request the contractor to brief CH2M team members on the precautions related to the contractor's work;
- When an apparent contractor non-compliance or unsafe condition or practice poses a risk to CH2M team members:
 - Notify the contractor safety representative;
 - Request that the contractor determine and implement corrective actions;
 - If necessary, stop affected CH2M work until contractor corrects the condition or practice; and
 - Notify the client, PM, and RHSM as appropriate.

If apparent contractor non-compliance or unsafe conditions or practices are observed, inform the contractor safety representative (CH2M's obligation is limited strictly to informing the contractor of the observation; the contractor is solely responsible for determining and implementing necessary controls and corrective actions).

If an apparent imminent danger is observed, immediately warn the contractor employee(s) in danger and notify the contractor safety representative (CH2M's obligation is limited strictly to immediately warning the affected individual(s) and informing the contractor of the observation; the contractor is solely responsible for determining and implementing necessary controls and corrective actions).

All verbal health and safety-related communications will be documented in project field logbook, daily reports, or other records.

4. Standards of Conduct

All individuals associated with this project must strive to work injury-free and must work drug-free and comply with the following standards of conduct, and the safety requirements of CH2M. Commonly accepted standards of conduct help maintain good relationships between people. They promote responsibility and self-development. Misunderstandings, frictions, and disciplinary action can be avoided by refraining from thoughtless or wrongful acts.

4.1 HSE Accountability

(Reference CH2M Policy 203, *HSE Accountability*)

4.1.1 Prohibited Behaviors and Actions

Managers, supervisors, and employees who openly or recklessly exhibit a disregard, defiance, or disrespect for CH2M's HSE programs, rules, procedures, processes, and training, or who violate established HSE programs, rules, procedures, processes or training endangering themselves or other employees, will be subject to disciplinary actions. Without limitation, behaviors and actions that warrant disciplinary action include the following:

- Requiring, requesting, demanding, asking, or threatening another person in any manner to entice the person to engage in or work around a patently unsafe or environmentally compromising act or condition.
- Condoning or knowingly allowing a person to engage in or work around a patently unsafe or environmentally compromising act or condition.
- Recklessly, knowingly, or purposely failing to wear required PPE.
- Failing to successfully complete any required HSE training that is scheduled and made available for completion.
- Failing to promptly notify a supervisor, project safety manager, coordinator, lead, or the project manager when an unsafe condition or behavior is observed, and/or when an environmentally compromising condition is encountered.
- Failing to promptly report to a supervisor, project safety manager, coordinator, lead, or the project manager, a work-related HSE incident or near miss.
- If required of the position, failing to maintain as active and in good standing necessary health, safety, and/or environmental licenses or permits needed to support CH2M work and projects.
- Knowingly falsifying any HSE record or investigative document (whether internal to CH2M or external), or providing false testimony, during an HSE or outside agency incident investigation.
- Refusing to cooperate in an HSE incident investigation.
- Knowingly falsifying any inspection or sampling records (whether internal to CH2M or external).
- Performing field work without the required site HSE plan approved by a HSE manager.
- Engaging in any form of workplace violence described in Policy 201 Workplace Violence Awareness and Prevention, including physical encounters, destruction of property, and verbal threats of violence, harm, or mayhem.
- Failing to comply with any HSE procedures contained in any contract, subcontract, site health safety and environment plan, or any federal, state, provincial, or local health, safety, or environmental laws and regulations creating actual or potential significant risk for CH2M (whether monetary or otherwise).

In addition, no individual may have in his or her possession, bring to the project site, or maintain on CH2M property, concealed or otherwise, any weapon, explosive device or substance, firearm, ammunition or instrument that could be used as a weapon. All weapons, explosive devices or substances, firearms, and ammunition are banned from all project sites, properties, vehicles and/or any CH2M activities or events.

4.1.2 Disciplinary Actions

When CH2M employees neglect to fulfill their responsibilities and/or project-specific HSE requirements, CH2M may discipline its employees. All CH2M employees, including management and supervisory employees, are equally subject to disciplinary action for failing to meet the expectations associated with this Policy and/or HSE programs, rules, procedures, processes, and training. CH2M reserves the right in its sole discretion to determine the appropriateness of any discipline imposed, but such disciplinary action may include, without limitation, denial of access to the worksite, verbal and/or written warnings/reprimands, and termination of employment.

4.2 Subcontractor HSE Performance

CH2M should continuously endeavor to observe subcontractors' HSE performance and adherence to their plans and AHAs or AHA/EIAs. This endeavor should be reasonable, and include observing for hazards or unsafe practices that are both readily observable and occur in common work areas. CH2M oversight does not relieve subcontractors of their responsibility for effective implementation and compliance with the established plan(s).

4.2.1 Observed Hazard Form

When apparent non-compliance or unsafe conditions or practices are observed, notify the subcontractor's supervisor or safety representative verbally, and document using the Observed Hazard Form, included as an attachment to the project safety plan, and require corrective action.

If necessary, stop subcontractor's work using the Stop Work Order Form until corrective actions is implemented for observed serious hazards or conditions. Update the Observed Hazard Form to document corrective actions have been taken. The subcontractor is responsible for determining and implementing necessary controls and corrective actions.

4.2.2 Stop Work Order

CH2M has the authority, as specified in the contract, and the responsibility to stop work in the event any CH2M employee observes unsafe conditions or failure of the subcontractor to adhere to its safe-work practices, or observes a condition or practice that may result in a release or violation of an environmental requirement. This authority and action does not in any way relieve the subcontractor of its responsibilities for the means and methods of the work or, therefore, of any corrective actions. Failure to comply with safe work practices can be the basis for restriction or removal of the subcontractor staff from the job site, termination of the subcontract, restriction from future work, or all three.

When an apparent imminent danger is observed, immediately stop work and alert all affected individuals. Remove all affected CH2M employees and subcontractor staff from the danger, notify the subcontractor's supervisor or safety representative, and do not allow work to resume until adequate corrective measures are implemented. Notify the PM, Buyer, and RHSM.

When repeated non-compliance or unsafe conditions are observed, notify the subcontractor's supervisor or safety representative and stop affected work by completing and delivering the Stop Work Order Form (attached to the project safety plan) until adequate corrective measures are implemented. Consult the Buyer to determine what the contract dictates for actions to pursue in event of subcontractor non-compliance including work stoppage, back charges, progress payments, removal of subcontractor manager, monetary penalties, or termination of subcontractor for cause.

4.3 Incentive Program

Each project is encouraged to implement a safety incentive program that rewards workers for exhibiting exemplary safety behaviors. Actions that qualify are those that go above and beyond what is expected. Actions that will be rewarded include spotting and correcting a hazard, bringing a hazard to the attention of your foreman, telling your foreman about an incident, coming up with a safer way to get the work done, or stopping a crew member from doing something unsafe. The program will operate throughout the project, covering all workers. The incentive program will be communicated to all employees during the project employee orientation and project safety meetings.

4.4 Reporting Unsafe Conditions/Practices

Responsibility for effective health and safety management extends to all levels of the project and requires good communication between employees, supervisors, and management. Incident prevention requires a proactive policy on near misses, close calls, unsafe conditions, and unsafe practices. All personnel must report any situation, practice, or condition which might jeopardize the safety of our projects. All unsafe conditions or unsafe practices will be corrected immediately. CH2M has zero tolerance of unsafe conditions or unsafe practices.

No employee or supervisor will be disciplined for reporting unsafe conditions or practices. Individuals involved in reporting the unsafe conditions or practices will remain anonymous.

The following reporting procedures will be followed by all project employees:

- Upon detection of any unsafe condition or practice, the responsible employee will attempt to safely correct the condition;
- The unsafe condition or practice will be brought to the attention of the worker's direct supervisor, unless the unsafe condition or practice involves the employee's direct supervisor. If so, the SC needs to be notified at once by the responsible employee;
- Either the responsible employee or responsible employee's direct supervisor is responsible for immediately reporting the unsafe condition or practice to the SC;
- The SC will act promptly to correct the unsafe condition or practice; and
- Details of the incident or situation will be recorded by the SC in the field logbook or use the Observed Hazard Form if subcontractor was involved.

5. HSE Planning and Change Management

5.1 Subcontractor HSE Chartering Meeting

A subcontractor HSE chartering meeting shall be held with subcontractors performing field work on the project. The purpose of the meeting is to discuss and agree on key HSE requirements on a project, and to emphasize and reinforce CH2M expectations for subcontractor HSE performance. The target audience includes key CH2M project staff with HSE responsibilities (e.g., PM, RHSM, SC, Field Team Leader (FTL)) and key Subcontractor staff (e.g., project manager, supervisors, designated field HSE contact, drill team leads, foreman). For small scale projects (e.g., small drill crew and limited CH2M staff), all the subcontractor crew members should attend if available. The meeting should be held prior to mobilization with enough time to ensure that HSE issues identified can be addressed prior to the start of work. The meeting can be held over the phone or in person depending on project needs. An example agenda can be found at following link [Program Element Guideline, "Subcontractor HSE Chartering Meeting."](#)

5.2 Daily Safety Meetings and Pre-Task Safety Plans

Daily safety meetings are to be held with all project personnel in attendance to review the hazards posed and required HSE procedures and AHAs or AHA/EIAs that apply for each day's project activities. The Pre-Task Safety Plans (PTSPs) serve to supplement these general assembly safety meetings; the PTSPs are held between the crew supervisor and their work crews to focus on those hazards posed to individual work crews.

At the start of each day's activities, the crew supervisor completes the PTSP, provided as an attachment to the project safety plan, with input from the work crew. The day's tasks, personnel, tools and equipment that will be used to perform these tasks are listed, along with the hazards posed and required HSE procedures, as identified in this Handbook and AHA or AHA/EIA. The use of PTSPs promotes worker participation in the hazard recognition and control process while reinforcing the task-specific hazard and required HSE procedures with the crew each day. The PTSP can be completed either with the daily safety meeting or, if there are multiple crews, separately with each crew and their supervisor after the general daily safety meeting.

5.3 Change Management

This Handbook and the project safety plan address known activities and associated hazards. As work progresses, if significant changes are identified which could affect health, safety, or environmental conditions at the site, coordinate with the RHSM or EM to determine whether an update to the safety plan and/or environmental plan are necessary. Follow the change management protocol in the safety plan.

The following are examples of changes that may require a revision to the plan:

- Change in CH2M staff;
- New subcontractor to perform work;
- New chemicals brought to site for use;
- Change in scope or addition of new tasks;
- Change in contaminants of concern (COCs) or change in concentrations of COCs; and
- New hazards or hazards not previously identified that are not addressed in this Handbook or the project safety plan.

5.4 Agency Inspection Guidance

(Reference CH2M SOP HSE-201, Agency Inspections and Enforcement)

Agency inspections (e.g., OSHA, EPA, Federal Aviation Administration (FAA), and in Canada, Workplace Health and Safety, Provincial Ministry of Labour, Provincial Ministry of the Environment) are on the rise. CH2M implements safety and environmental programs in order to ensure safety to workers, the public, and the environment. Field personnel need to contact the RHSM to update the project safety plan if hazards are encountered that are not addressed.

[SOP HSE-201, Agency Inspections and Enforcement](#), addresses agency inspections in detail. It is critical to make immediate notification to the RHSM if an inspector arrives (and EM if it is environmental-related); they can help facilitate and make additional notifications.

Review the SOP and make it a topic at a safety meeting and keep it readily available in the event of an inspection.

6. Project Hazard and Environmental Impact Analysis

A health and safety risk analysis is performed for each task of a given project. In the order listed below, the RHSM considers the various methods for mitigating the hazards. Employees are trained on this hierarchy of controls during their hazardous waste training and reminded of them throughout the execution of projects:

- Elimination of the hazards (use remote sampling methodology to avoid going into a confined space);
- Substitution (reduce exposure to vapors by using a geoprobe instead of test pitting);
- Engineering controls (ventilate a confined space to improve air quality);
- Warnings (establish exclusion zones to keep untrained people away from hazardous waste work);
- Administrative controls (implement a work-rest schedule to reduce chance of heat stress); or
- Use of PPE (use of respirators when action levels are exceeded).

Employees are trained on the hierarchy of controls during their hazardous waste training and reminded of them throughout the execution of projects.

6.1 Hazard Identification and Control – The 10 Energies

Hazards are created when an object interacts with a type of energy or combination of energies. The first step in incident prevention is recognizing the energy source(s) and the potential for an uncontrolled release of, or contact with, that energy source. Identifying potential energy sources associated with a piece of equipment or a task allows us to mitigate the hazard correctly.

The 10 types of energy to consider are:

- Chemical
- Electrical
- Gravity
- Mechanical
- Motion
- Pressure
- Sound
- Radiation
- Temperature
- Biological



As described in the hierarchy of controls above, there are four basic options available to prevent unwanted exposure of the energy or energies:

- Eliminate the energy,
- Control the energy,
- Provide a protective barrier or,
- Use stop work authority

When possible, plan or do work that does not require exposure to an energy source. Take action to remove or control the energy source, or be sure that barriers are adequate to mitigate the resulting hazard (engineering controls, PPE, etc.). Use safe work observations to look for body position and placement and use of safety equipment with respect to energy sources present and the potential for an uncontrolled release or contact (line of fire incidents!).

The energy source(s) may be identified in the safety plan and AHA or AHA/EIA or during the pre-task safety briefing.

6.2 Activity Hazard and Environmental Impact Analysis

An AHA must be developed for each CH2M field activity. The AHA or AHA/EIA shall define the work tasks required to perform each activity, along with potential HSE hazards or impacts and recommended control measures for each hazard. If used, the hazardous energies described above may be included. In addition, a listing of the equipment to be used to perform the activity, inspection requirements to be performed and training requirements for the safe operation of the equipment listed must be identified. Workers are briefed on the AHA or AHA/EIA before performing the work and their input is solicited prior, during, and after the performance of work to further identify the hazards posed and control measures required.

6.3 Subcontractor Activity Hazard and Environmental Impact Analysis

CH2M subcontractors are required to provide AHAs or AHA/EIAs specific to their scope of work on the project for acceptance by CH2M. Each subcontractor shall submit AHAs or AHA/EIA for their field activities, as defined in their scope of work, along with their project HSE plan and procedures. Additions or changes in field activities, equipment, tools, or material used to perform work or hazards not addressed in existing AHAs or AHA/EIAs requires either a new AHA or AHA/EIA to be prepared or an existing one to be revised.

7. General Hazards and Controls

This section provides safe work practices and control measures used to reduce or eliminate potential hazards. It is a summarized list of requirements. Always consult the appropriate CH2M Core Standard and/or SOP to ensure all requirements are implemented.

7.1 Bloodborne Pathogens

(Reference CH2M SOP HSE-202, *Bloodborne Pathogens*)

Exposure to bloodborne pathogens may occur when rendering first aid or cardiopulmonary resuscitation (CPR), or when coming into contact with landfill waste or waste streams containing potentially infectious material (PIM).

Employees trained in first-aid/CPR or those exposed to PIM must complete CH2M's 1-hour bloodborne pathogens computer-based training module annually. When performing first-aid/CPR the following shall apply:

- Observe universal precautions to prevent contact with blood or other PIMs. Where differentiation between body fluid types is difficult or impossible, consider all body fluids to be potentially infectious materials;
- Always wash your hands and face with soap and running water after contacting PIMs. If washing facilities are unavailable, use an antiseptic cleanser with clean paper towels or moist towelettes; and
- If necessary, decontaminate all potentially contaminated equipment and surfaces with chlorine bleach as soon as possible. Use one part chlorine bleach (5.25 percent sodium hypochlorite solution) diluted with 10 parts water for decontaminating equipment or surfaces after initially removing blood or other PIMs. Remove contaminated PPE as soon as possible before leaving a work area.

CH2M will provide exposed employees with a confidential medical examination should an exposure to PIM occur. This examination includes the following procedures:

- Documenting the exposure;
- Testing the exposed employee's and the source individual's blood (with consent); and
- Administering post-exposure prophylaxis.

7.2 Chemical and Petroleum Storage

The following is general guidance for storing chemicals and other hazardous materials:

- Keep acids away from bases;
- Keep oxidizers (nitric acid, nitrates, peroxides, chlorates) and organics away from inorganic reducing agents (metals);
- Keep flammables and corrosives in appropriate storage cabinets;
- Do not store paper or other combustibles near flammables;
- Use secondary containment and lipped shelving that is secured; and
- Have a fire suppression system available.

Storing petroleum or chemicals at a project site may be subject to differing environmental requirements, depending upon the substance and volume.

- In the US, if petroleum is stored in aboveground storage capacity greater than 55 gallons and with an aggregate storage capacity greater than 1,320 gallons a Spill Prevention Control and Countermeasures (SPCC) Plan is required.

-
- In the US, the storage of hazardous materials on-site must comply with OSHA, NFPA and International Fire Code/Uniform Fire Code (depending what has been adopted by the government for the project location) requirements. Refer to HSE-403 for more information. The following are IFC/UFC requirements and are considered good management practices for storing petroleum or chemicals, applicable to all storage situations:
 - Apply hazard warning labels and clearly mark the contents of the container.
 - Locate portable storage tanks (including trucks containing product), 55-gallon drums, and other small containers to prevent spilled oil from reaching navigable waters.
 - Provide secondary containment (e.g., dikes, basins, or spill pallets) that can hold the contents of the largest container stored in the area.
 - Keep drums and portable tanks inside covered in storage areas when possible.
 - Small containers of gasoline and other flammable liquids should be kept in appropriately marked and placarded cabinets. State and local fire codes, as well as OSHA Fire Protection Standards, prescribe the appropriate location of, and spacing for, storage of portable containers holding flammable liquids. Refer to HSE-403 for more information on hazardous material storage requirements.
 - Store flammable liquids and flammable solids (e.g., rags) only in UL approved containers.

7.2.1 Storage of Flammable/Combustible Liquids

- Only approved containers and portable tanks shall be used for storage and handling of flammable and combustible liquids.
- Approved safety cans shall be used for the handling and use of flammable liquids in quantities of 5 gallons (19 liters) or less. Do not use plastic gas cans. In Canada, use only the appropriate and approved gas cans for your specific province. In addition, the client may have specific requirements.
- For quantities of 1 gallon (3.78 liters) or less, the original container may be used for storage and use of flammable liquids.
- Flammable or combustible liquids shall not be stored in areas used for stairways or normally used for the passage of people.

7.2.2 Indoor Storage of Flammable/Combustible Liquids

- No more than 25 gallons (95 liters) of flammable or combustible liquids shall be stored in a room outside of an approved storage cabinet.
- Quantities of flammable and combustible liquids in excess of 25 gallons (95 liters) shall be stored in an acceptable or approved cabinet.
- Cabinets shall be conspicuously lettered: "FLAMMABLE: KEEP FIRE AWAY."
- Not more than 60 gallons (228 liters) of flammable or 120 gallons (456 liters) of combustible liquids shall be stored in any one storage cabinet. Not more than three such cabinets may be located in a single storage area.

7.2.3 Outside Storage of Flammable/Combustible Liquids

- Storage of containers (not more than 60 gallons [228 liters] each) shall not exceed 1,100 gallons (4,180 liters) in any one area. No area shall be within 20 feet (6.1 meters) of any building.
- Storage areas shall be graded to divert spills away from buildings and surrounded by an earthen dike.

-
- Storage areas may not be located near a storm drain. Overflow and spills must be diverted away from storm drains or surface waters.
 - Storage areas shall be free from weeds, debris, and other combustible materials.
 - Outdoor portable tanks shall be provided with emergency vent devices and shall not be closer than 20 feet (6.1 meters) to any building.
 - Signs indicating no smoking shall be posted around the storage area.

7.2.4 Storage of Hazardous Waste

-
- If hazardous waste is anticipated for field activities, specific requirements for storing hazardous waste will be included in a project-specific Waste Management Plan.
- If hazardous waste was not anticipated but generated during field activities, follow procedures in Section 7.18 and contact the project REM.

7.2.5 Storage of Chemical Injection Chemicals/Materials

- When chemical injection remediation technologies are being used at a site, the following storage guidelines must be followed:
- Some injection chemicals, such as strong oxidizers, may have stringent storage requirements per local or National Fire Codes. Verify that appropriate storage provisions are in place prior to starting work.
- NOTE: Counties and cities may have requirements specific to storing these chemicals. Also, storage and use of certain chemicals such as potassium permanganate and hydrogen peroxide may be subject to state, provincial, or federal regulations (e.g., the Chemical Facility Anti-Terrorism Standards of the Department of Homeland Security in the United States). The applicability depends on the chemical, quantity/concentration, and type of facility. Please contact the project EM to determine whether chemicals are subject to these standards.
- Injection chemicals must be stored in a designated, secured area with spill prevention capabilities. Review Safety Data Sheet (SDS) or other information to determine potential incompatible materials. Incompatible materials shall not be stored together. Ensure all containers are labeled.

7.3 Driving Safety

(Reference CH2M HSE Policy 205, Distracted Driving – Wireless Devices, Vehicle Safety Core Standard)

All CH2M employees are prohibited from using wireless devices while operating a motor vehicle when conducting company business regardless of the location or vehicle ownership and whether or not during regular working hours.

All CH2M contractors and subcontractors are prohibited from using wireless devices while operating a CH2M- or CH2M client-owned, leased, or rented motor vehicle, or while operating any other motor vehicle on the project site.

Motorcycles, motorbikes, or other motorized devices with two or three wheels, all-terrain vehicles (ATVs) or quads are not allowed to be used for company related business. See the all-terrain vehicle (ATV)/utility-type vehicle (UTV) section of this Handbook for more information on ATVs/UTVs.

Avoid distractions from wireless devices (e.g., mobile phones, smartphones, voice recognition systems, PDAs, notebook, tablets, or laptops) by turning off or silencing the wireless devices before operating a motor vehicle.

- Prohibited use includes the following:

-
- Dialing or speed dialing
 - Using a hands-free or voice recognition (blue tooth) device to dial or speed dial
 - Engaging in conversation or listening to a conversation using a wireless device
 - Checking emails or surfing the internet using a wireless device
 - Texting or e-mailing (reading, sending, or screening) with a wireless device
 - Programming or entering coordinates into a global positioning system (GPS) device (following directions by a GPS is permitted)
 - Using a wireless device for voice recording or dictation
 - Employees, contractors, and subcontractors who need to use a wireless device must pull off the road to a safe location, with the vehicle securely stopped and emergency flashers on, or wait until they reach their destination.

Follow the guidance below when operating a vehicle:

- All vehicles have blind spots to the side and the rear. Follow these safe practices for backing up:
 - Walk around your vehicle prior to moving
 - Try to position your vehicle so that you don't have to back up
 - Back into the space if possible when you're parking
 - Back to the left, if possible, so that you can see objects on the driver's side
 - Have a spotter guide your vehicle when you're backing up
 - Apply GOAL (Get Out And Look)
- Obey speed limits; be aware of blind spots or other hazards associated with low visibility. Practice defensive driving techniques, such as leaving plenty of room between your vehicle and the one ahead of you;
- Do not drive while drowsy. Drowsiness can occur at any time, but is most likely after 18 hours or more without sleep;
- Ensure seatbelts are worn at all times, and by all passengers
- Maintain focus on driving. Eating, drinking, smoking, adjusting controls can divert attention from the road. Take the time to park and perform these tasks when parked rather than while driving; and
- Ensure vehicle drivers are familiar with the safe operation of vehicles of the type and size to be operated. Large vehicles such as full size vans and pick-ups have different vision challenges and handling characteristics than smaller vehicles.

Driving in Areas with Tall Grass/Brush

- Driving in areas with tall grass/brush can present a potential fire hazard if the grass/brush gets caught under and/or remains in contact with the vehicle exhaust system. Employees should exercise the following precautions:
- When stopping vehicle, ensure it is in an area where grass is not tall.
- Do not leave vehicle idling once stopped.
- When possible, try to drive through areas where grass is not tall or grass has been beaten down.

COPYRIGHT 2017 BY CH2M. THE INFORMATION IN THIS DOCUMENT IS PROPRIETARY."

-
- Ensure that a fire extinguisher is available for each vehicle.
 - Keep fire extinguisher readily available in passenger area of vehicle while driving.
 - Keep fire extinguisher outside of vehicle upon stopping.
 - Address fire hazards and controls in daily safety briefings as appropriate.

7.4 Electrical Safety

(Reference CH2M SOP HSE-206, *Electrical Safety*)

Below are the hazard controls and safe work practices to follow when using electrical tools, extension cords, and/or other electrical-powered equipment or when exposed to electrical hazards. Ensure the requirements of the referenced SOP are followed:

- Only qualified personnel are permitted to work on unprotected energized electrical systems;
- Only authorized personnel are permitted to enter high-voltage areas;
- CH2M employees who might from time to time work in an environment influenced by the presence of electrical energy must complete Awareness Level Electrical Safety Training located on the CH2M Virtual Office;
- Do not tamper with electrical wiring and equipment unless qualified to do so. All electrical wiring and equipment must be considered energized until lockout/tagout procedures are implemented;
- Inspect electrical equipment, power tools, and extension cords for damage prior to use. Do not use defective electrical equipment, remove from service;
- CH2M has selected Ground Fault Circuit Interrupters (GFCIs) as the standard method for protecting employees from the hazards associated with electric shock;
 - GFCIs shall be used on all 120-volt, single phase 15 and 20-ampere receptacle outlets which are not part of the permanent wiring of the building or structure.
- An assured equipment grounding conductor program may be used on construction projects under the following scenarios:
 - GFCIs cannot be utilized;
 - Client requires such a program to be implemented; or
 - Business group decides to implement program in addition to GFCI protection.
- Extension cords must be equipped with third-wire grounding. Cords passing through work areas must be covered, elevated or protected from damage. Cords should not be routed through doorways unless protected from pinching. Cords should not be fastened with staples, hung from nails, or suspended with wire;
- Electrical power tools and equipment must be effectively grounded or double-insulated and Underwriters Laboratory (UL) approved;
- Operate and maintain electric power tools and equipment according to manufacturers' instructions;
- Maintain safe clearance distances between overhead power lines and any electrical conducting material unless the power lines have been de-energized and grounded, or where insulating barriers have been installed to prevent physical contact. Maintain at least 10 feet (3 meters) from overhead power lines for voltages of 50 kV or less, and 10 feet (3 meters) plus 0.4 inches (1.0 cm) for every 1 kV over 50 kV;

-
- Temporary lights shall not be suspended by their electric cord unless designed for suspension. Lights shall be protected from accidental contact or breakage; and
 - Protect all electrical equipment, tools, switches, and outlets from environmental elements.

7.5 Extended Work Hours and Fatigue Management

(Reference CH2M Core Standard, *Fatigue Management*)

A normal work shift is considered to be eight consecutive hours during the day, five days a week, with at least an eight hour rest period. Any shift that incorporates more continuous hours, requires more consecutive days of work, or requires work during the evening should be considered extended or unusual.

Extended or unusual work shifts are typically more stressful for workers physically, mentally, and emotionally, and can lead to increased fatigue, stress, and lack of concentration. These effects can lead to an increased risk of worker error, incidents, and injuries.

If field work exceeds either criteria listed below, you must consult with your PM and HSM for approval of the extended hours/days, and fatigue management requirements must be addressed in the project Health and Safety Plan (HASP), Field Safety Instruction, or project-specific Fatigue Management Plan (FMP):

- Planning field work or vehicle operation for more than 10 hours per day, up to 14 hours total including commute time.

Note: Working over 12 field hours in one day should be for emergency situations only and would require Project Manager and RHSM approval.

- Working more than 10 consecutive days.
- A Fatigue Management Evaluation Form can be found on the [Enterprise HSE Website](#) under Forms & Templates.
-

7.6 Field Ergonomics and Manual Lifting

(Reference CH2M SOP HSE-112, *Manual Lifting*)

Some of the most common injuries during field work are the result of performing work in an awkward body position (poor ergonomics) or pushing the body beyond its natural limits. Workers who have to lift, stoop, kneel, twist, grip, stretch, reach overhead, or work in other awkward positions regularly are at risk of developing discomfort or even an injury. Additionally, back injuries are one of the leading causes of work disability and most back injuries are the result of improper lifting techniques or overexertion.

Contact the RHSM to determine hazard control measures if your task involves:

- Repetitive motions;
- Lifting and carrying items over long distances (100 feet) or on uneven, steep, or sloped terrain;
- Heavy lifting;
- Use of vibrating tools or equipment; or
- Being in a static position for extended periods of time;

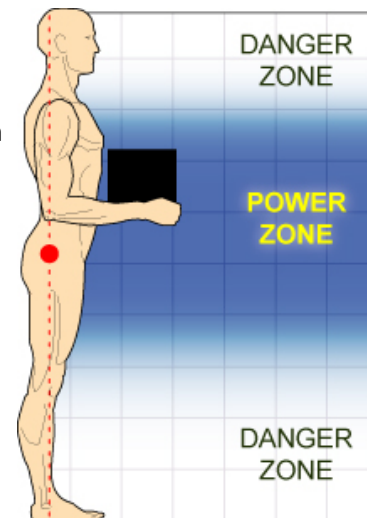
There are a variety of ergonomically designed tools and work practices that can reduce the potential for discomfort and injury. Following are requirements (“must” or “shall”) and recommendations (“should”) to aid in the prevention of discomfort or injuries while working in the field.

Fitness for Duty

If manual lifting and repetitive activities are not part of your normal work duties, contact your PM and/or RHSM to help determine if you have the physical capability to perform the work. In many cases adding lifting or repetitive tasks to a subcontractor's scope of work is desirable to prevent injury. If the work task causes any pain or discomfort stop and get assistance.

Manual Lifting

- All CH2M workers must have training in proper manual lifting either through New Employee Orientation or through the Manual Lifting module located on the VO;
- When possible, the task should be modified to minimize manual lifting hazards or awkward body positions;
- Lifting occasional loads weighing more than 40 pounds (18 kilograms) should be evaluated by the SC using the Lifting Evaluation Form contained in SOP HSE-112;
- When performing repetitive lifting tasks with loads over 40 pounds, the Lifting Evaluation Form contained in SOP HSE-112 shall be used, and mechanical means used where possible;
- Personnel shall seek assistance when performing manual lifting tasks that appear beyond their physical capabilities;
- Using mechanical lifting devices such as forklifts; cranes, hoists, and rigging; hand trucks; and trolleys; is the preferred means of lifting heavy objects;
- Lift and Work in the Power Zone - The power zone for lifting or working is close to the body, between mid-thigh and mid-chest height. This zone is where arms and back can lift the most with the least amount of effort. This zone is sometimes referred to as the "strike zone";
- Work near elbow height to avoid excessive bending (avoid working above the shoulders and below the knees);
- Plan before carrying:
 - Wear appropriate shoes to avoid slips, trips or falls
 - If you wear gloves, wear gloves that fit. Tight-fitting gloves can put pressure on the hands, while loose-fitting gloves reduce grip strength and pose other safety hazards.
 - Avoid carrying large or bulky loads that limit or obstruct your vision
 - Slide, push, or roll instead of carrying when appropriate
 - When there is a choice, push instead of pull
 - Carry only as much as you can safely handle
 - Try to avoid slopes, stairs, or other obstacles that make carrying materials more difficult
 - Beware of and try to avoid slippery floors (e.g., liquids, ice, oil, and fine powders)
 - Use extra caution when moving loads that may be unstable
- In general, the following steps must be practiced when planning and performing manual lifts:
 - Examine the load and the surrounding area
 - Bend knees when lifting a load
 - Look forward to keep back straight
 - Position the load close to the body
 - Maintain a firm grip on the load
 - Test the load for stability and weight prior to lifting
 - Use smooth, controlled movements
 - Keep arms in front of body
 - Turn feet in direction of movement to avoid twisting



Source: OSHA

-
- Avoid carrying objects more than 100 feet;

Ergonomic Work Practices

- Avoid repetitive motions, overhead reaching, and kneeling when possible;
- If prolonged awkward postures are unavoidable, use a “supported” posture to compensate; a supported posture uses part of your body to support the weight of another body segment that is in an awkward position;
- Watch your pace—attempting to do something faster can cause you to lose proper form;
- Use a table or move work to a location where you don’t have to be in a bent-over position to do your work; and
- Where awkward postures or repetitive motions are unavoidable, rotate with another worker, change tasks, stretch, and take short breaks frequently.

7.7 Field Trailer/Office Setup and Maintenance

- Determine trailer placement by considering all potential hazards that could impact “office” work. Trailers usually are placed in the support zone and out of construction zones. Think about what type of PPE will be necessary when exiting the trailer, parking needs, biological hazards or other hazards that could impact location.
- Check utility configuration prior to placement, including electrical, water, and sewer.
- Use spotters when placing trailer.
- Set on flat ground.
- Be sure trailer wheels are chocked.
- When disconnecting trailer from hitch—watch pinch points and wear leather gloves.
- Carefully jack trailer using the appropriately rated jacks and following manufacturer’s recommendations.
- Secure and anchor trailer to protect from wind or other severe weather.
- Place cones in front of hitch.
- Ensure proper stairs and secure stairs next to doors. Ensure stairs are “no slip” and that the platform or landing of the stairs is flush the door threshold.
- Use only qualified electricians to establish electrical service.
- Consider ergonomics when furnishing trailer with desks and chairs.
- Place fire extinguishers near doors, and place signage.
- Put up emergency contacts, evacuation and rally point map, and route to the hospital
- Place right to know posters (e.g., OSHA, Workplace, Wage and Hour, Family Medical Leave).
- Place signage on exit doors.
- Never place porta-johns at HVAC intake (usually HVAC is located at the front of trailer).
- Have capability to properly store food—temporary field offices can quickly develop rodent issues if food is not stored properly or the trailer isn’t cleaned regularly.

7.8 Field Vehicles

- Field vehicles may be personal vehicles, rental vehicles, fleet vehicles, or project vehicles.
- Maintain a first aid kit and bloodborne pathogen kit in the field vehicle.
- Assess whether maintaining a fire extinguisher in the field vehicle is feasible. If fire extinguishers are readily available, for example on heavy equipment, or if the project is short duration, a fire extinguisher would not be necessary. Fire extinguishers in field vehicles need to be properly secured and inspected on a monthly basis.
- The following precautions should be implemented if work involves stopping or parking along roadways:
 - Freeways and limited access – no stopping/parking allowed
- The following applies in Canada:
 - Roads with speed limits 80 km/hr (50 mph) or higher – flashing beacon required on top of the vehicle.
 - Roads with speed limits 55 km/hr (35 mph) or higher with no/limited shoulder (not able to get fully off the road at least 12 inches from the fog line or road edge) - flashing beacon required
 - Roads with speed limits 55 km/hr (35 mph) or higher with full shoulder (are able to get fully off the road at least 12 inches from the fog line or road edge) - flashers required
 - Roads with speed limits under 55 km/hr (35 mph) - flashers required
- Familiarize yourself with rental vehicle features prior to operating the vehicle:
 - Vision Fields and Blind Spots
 - Vehicle Size
 - Mirror adjustments
 - Seat adjustments
 - Cruise control features, if offered
 - Pre-program radio stations and Global Positioning System (GPS), if equipped
- Always wear seatbelt while operating vehicle.
- Adjust headrest to proper position.
- Tie down loose items if utilizing a van or pick-up truck. If supplies/equipment is being transported inside the vehicle, be sure to tie down or secure to prevent movement within the vehicle.
- Close car doors slowly and carefully. Fingers can get pinched in doors.
- Park vehicle in a location where it can be accessed easily in the event of an emergency. If not possible, carry a phone.
- Have a designated place for storing the field vehicle keys when not in use.
- Ensure back-up alarms are functioning, if equipped. Before backing a vehicle, take a walk around the vehicle to identify obstructions or hazards. Use a spotter when necessary to back into or out of an area.
- See the Vehicle Incident Guidance attached to the project safety plan, if a vehicle incident is experienced in a rental or fleet vehicle.

7.9 Fire Prevention

(Reference CH2M SOP HSE-403, *Hazardous Material Handling*)

Follow the fire prevention and control procedures listed below.

7.9.1 Fire Extinguishers and General Fire Prevention Practices

- Fire extinguishers shall be provided so that the travel distance from any work area to the nearest extinguisher is less than 100 feet (30.5 meters). When 5 gallons (19 liters) or more of a flammable or combustible liquid is being used, an extinguisher must be within 50 feet (15.2 meters). Extinguishers must:
 - be maintained in a fully charged and operable condition;
 - be visually inspected each month; and
 - undergo a maintenance check each year.
- The area in front of extinguishers must be kept clear.
- Post “Exit” signs over exiting doors, and post “Fire Extinguisher” signs over extinguisher locations.
- Combustible materials stored outside should be at least 10 feet (3 meters) from any building.
- Solvent waste and oily rags must be kept in a fire resistant, covered container until removed from the site.
- Keep areas neat. Housekeeping is important.

7.9.2 Dispensing of Flammable/Combustible Liquids

- Areas in which flammable or combustible liquids are dispensed in quantities greater than 5 gallons (22.7 liters) (shall be separated from other operations by at least 25 feet (7.6 meters).
- Drainage away from storm drains or surface waters or other means of containment shall be provided to control spills.
- Adequate natural or mechanical ventilation shall be provided to maintain the concentration of flammable vapor at or below 10 percent of the lower flammable limit.
- Dispensing of flammable liquids from one container to another shall be done only when containers are electrically interconnected (bonded).
- Dispensing flammable or combustible liquids by means of air pressure on the container or portable tanks is prohibited.
- Dispensing devices and nozzles for flammable liquids shall be of an approved type.

7.10 General Practices and Housekeeping

The following are general requirements applicable to all portions of the work:

- Site work should be performed during daylight hours whenever possible;
- Good housekeeping must be maintained at all times in all project work areas;
- Common paths of travel should be established and kept free from the accumulation of materials;
- Keep access to aisles, exits, ladders, stairways, scaffolding, and emergency equipment free from obstructions;
- Provide slip-resistant surfaces, ropes, or other devices to be used;
- Specific areas should be designated for the proper storage of materials;
- Tools, equipment, materials, and supplies shall be stored in an orderly manner;
- As work progresses, scrap and unessential materials must be neatly stored or removed from the work area;

-
- Containers should be provided for collecting trash and other debris and shall be removed at regular intervals;
 - All spills shall be quickly cleaned up; oil and grease shall be cleaned from walking and working surfaces;
 - Review the safety requirements of each job you are assigned to with your supervisor. You are not expected to perform a job that may result in injury or illness to yourself or to others;
 - Familiarize yourself with, understand, and follow jobsite emergency procedures;
 - Do not fight or horseplay while conducting the firm's business;
 - Do not use or possess firearms or other weapons while conducting the firm's business;
 - Report unsafe conditions or unsafe acts to your supervisor immediately;
 - Report emergencies, occupational illnesses, injuries, motor vehicle incidents, and near misses immediately;
 - Do not remove or make ineffective safeguards or safety devices attached to any piece of equipment;
 - Report unsafe equipment, defective or frayed electrical cords, and unguarded machinery to your supervisor;
 - Shut down and lock out machinery and equipment before cleaning, adjustment, or repair. Do not lubricate or repair moving parts of machinery while the parts are in motion;
 - Do not run in the workplace;
 - When ascending or descending stairways, use the handrail and take one step at a time;
 - Do not apply compressed air to any person or clothing;
 - Do not wear steel taps or shoes with metal exposed to the sole at any CH2M project location;
 - Do not wear finger rings, loose clothing, wristwatches, and other loose accessories when within arm's reach of moving machinery;
 - Remove waste and debris from the workplace and dispose of in accordance with federal, state, provincial, and local regulations;
 - Note the correct way to lift heavy objects (secure footing, firm grip, straight back, lift with legs), and get help if needed. Use mechanical lifting devices whenever possible; and
 - Check the work area to determine what problems or hazards may exist.

7.11 Hazard Communication

(Reference CH2M SOPs HSE-107, Hazard Communication and HSE-403, Hazardous Material Handling; in Canada, also refer to Provincial Workplace Hazardous Materials Information System Regulation)

For work in the US, the governing regulation is OSHA's Hazard Communication regulation, 29 CFR 1910.1200. In Canada, the national hazard communication standard is the Workplace Hazardous Materials Information System (WHMIS).

The hazard communication (HazCom) coordinator is to perform the following:

- Complete an inventory of chemicals brought on site by CH2M using the chemical inventory form included as an attachment to the project safety plan;
- Confirm that an inventory of chemicals brought on site by CH2M subcontractors is available;

- Request or confirm locations of Globally Harmonized System (GHS) compliant (i.e., consisting of 16 sections that appear in the same order and contain uniform information regarding the chemical) safety data sheets (SDSs) from the client, contractors, and subcontractors for chemicals to which CH2M employees potentially are exposed;
- For chemicals used by CH2M workers, before or as the chemicals arrive on site, obtain an SDS for each hazardous chemical and include on the chemical inventory sheet (attached to the project safety plan) and add the SDS to the SDS onsite notebook. Ensure everyone knows where SDSs are kept;
- The six required elements of the GHS label must include the product identifier, pictograms, signal word, hazard statements, precautionary statements, and the name, address, and telephone number of the chemical manufacturer, importer or other responsible party;
- The manufacturer's original label on any incoming regulated product must not be removed or defaced. The manufacturer's label and markings must be retained on the package or container until it is sufficiently cleaned of residue and purged of vapors to remove any potential hazards;
- Ensure all secondary containers are labeled in compliance with GHS labeling requirements. If GHS compliant information has not yet been provided by the manufacturer or chemical distributor, the HCC must contact the manufacturer or chemical distributor and document in the chemical inventory when the GHS labeling information will be available, until the labeling requirement is fulfilled;
- In the United States, the container label shall be in English, although labels in other languages may be kept as well. Container labels in other languages for non-speaking English speaking workers will be made available when specified by the client for their project site or facility;
- Give employees required chemical-specific HazCom training using the chemical-specific training form included as an attachment to the project safety plan and ensure that the GHS supplemental VO module has been completed; and
- Store all materials properly, giving consideration to compatibility, quantity limits, secondary containment, fire prevention, and environmental conditions.

The following are general guidelines for storing chemicals and other hazardous materials:

- Keep acids away from bases;
- Keep oxidizers (nitric acid, nitrates, peroxides, chlorates) and organics away from inorganic reducing agents (metals);
- Keep flammables and corrosives in appropriate storage cabinets;
- Do not store paper or other combustibles near flammables;
- Use secondary containment and lipped shelving that is secured; and
- Have a fire suppression system available.

7.12 Knife Use

(Reference CH2M SOP HSE-210, *Hand and Power Tools*)

Open-bladed knives (for example, box cutters, utility knives, pocket knives, machetes, and multi-purpose tools with fixed blades such as a Leatherman™) are prohibited at worksites except where the following three conditions are met:

- The open-bladed knife is determined to be the best tool for the job;

-
- An approved Activity Hazard Analysis (AHA) or written procedure is in place that covers the necessary safety precautions (work practices, PPE, and training); and
 - Knife users have been trained and follow the AHA.

Specific precautions for knife use include:

- Employees are responsible for using cutting tools in the way they are intended, maintaining them in good working order and reporting faulty or unusable items. PPE as specified in the AHA is to be used;
- Those engaging and supervising subcontractors are to ensure that the requirements of this policy are communicated;
- The most appropriate gloves shall be identified within the AHA. In general, cut resistant gloves (e.g., Kevlar) are to be worn when using a knife in an occupational setting. Other types of gloves may be required and will be identified within the AHA. An example may be leather gloves may be worn when using the acetate sleeve cutter;
- All employees that will use a cutting tool must be trained in the proper use;
- Position the item to be cut on a stable surface. Secure it to prevent slippage, wherever possible. Select a work location which does not put your body in the line of fire of a knife slippage or failure;
- When using a knife do not cut towards yourself;
- When cutting, make the force of the cut carry the blade away from any part of your body. If you have a situation where this is not possible, protect yourself with a leather apron, or other material placed between you and the blade. Consider putting the material to be cut in a vise, or other holding device;
- Many tasks using a utility knife require a knife edge but not a sharp point. For these tasks you can add protection against puncture wounds by using a rounded-tip blade;
- In general, a pocket knife is not the preferred tool of choice as there are alternatives (e.g., retracting safety blade).
- If you use a folding knife, it must be a locking blade type.
- Never use a knife that will fold under pressure.
- If you use a fixed blade knife, make sure there is a handle guard to keep your hand from slipping forward. Also, make sure the handle is dry and non-greasy/slippery to assure a better grip. If you carry a fixed blade knife, use a sheath or holder.
- Store utility knives safely, retract the blade or sheath an open blade before storing. Never, leave a knife with the blade exposed on the floor, on a pallet, on a work surface, or in a drawer or cabinet.
- Keep your knife sharp. A dull blade requires you to use more force to cut, and consequently increases the risk of slip or mistake.
- Knives used on the job, but not carried with you, must be properly stored when not in use;
- Never use a defective knife;
- Utility knife blades are brittle and can snap easily. Don't bend them or apply side loads to them by using them to open cans or pry loose objects. Use the knife only to cut. It was not designed to work as a pry bar, screwdriver, or hole punch.

7.13 Lighting

Lighting shall be evaluated when conducting work inside buildings, confined spaces, or other areas/instances where supplemental light may be needed (e.g., work before sunrise or after sunset). A light meter can be used to evaluate the adequacy of lighting. The following are common requirements for lighting and the conditions/type of work being performed:

- While work is in progress outside construction areas shall have at least 33 lux (lx);
- Construction work conducted inside buildings should be provided with at least 55 lux light;
- The means of egress shall be illuminated with emergency and non-emergency lighting to provide a minimum 11 lx measured at the floor. Egress illumination shall be arranged so that the failure of any single lighting unit, including the burning out of an electric bulb will not leave any area in total darkness.

7.14 Personal Hygiene

Good hygiene is essential for personal health and to reduce the potential of cross-contamination when working on a hazardous waste site. Implement the following:

- Keep hands away from nose, mouth, and eyes during work;
- Keep areas of broken skin (chapped, burned, etc.) covered; and
- Wash hands with soap and water prior to eating, smoking, or applying cosmetics.

7.15 Personal Security

Follow the guidelines below for personal security measures. The RHSM and Firm-Wide Security Office can be contacted if additional, specific measures are needed (e.g., such as evaluating the needs for security service).

General Safety and Security Guidelines

CH2M Corporate Security Department recommends the following guidelines for workers in the United States:

- Stay alert and be aware of your surroundings. Avoid pre-occupations with mobile devices, while in an unfamiliar area.
- Whenever possible use the buddy system with another employee or client or subcontractor employee.
- Trust your intuition; if a situation appears strange or wrong, it probably is.
- Be confident in your walk or stride; do not give the appearance you are new in town.
- Avoid carrying and displaying large sums of cash.
- If you sense or see dangerous situations along your route, change your route and depart the area quickly. If you feel that you are being followed, go to the nearest police station or safe location and file a complaint with the police. Provide a description of the person, their vehicle, license plate number and any other useful information.
- Only walk short distances that are safe and secure while visiting an unfamiliar city or location.
- Take host approved transportation for long distances.
- "Fight or Flight?" Leaving the possible or dangerous area is always better than staying to fight.
- Always report suspicious activity to the nearest local law enforcement agency.
- Locate emergency exits in your hotel or where you are staying to ensure you know where to go in case of a fire or a natural or man-made disaster.

-
- Secure your electronic devices when left in your room or take them with you if you are not able to secure them properly.
 - If you feel your life is in danger, call 911. Be sure to speak clearly, concisely and give the dispatcher a good description of where you are physically located.

Operating or Riding in Vehicles

- When waiting for public transportation or a taxi, remain in a store or restaurant as long as possible before catching your ride and never wait by yourself in an isolated area.
- Approach your vehicle with keys firmly in your hand and ready to unlock the car.
- Quickly check your car before entering it to determine damage or presence of an intruder.
- Vulnerable times can be stopping to find your keys to enter your vehicle or stepping out of your vehicle in an isolated area. Be aware of your surroundings before you perform these activities.
- Always keep your doors locked during transit and when the vehicle is parked.
- Never leave your vehicle unlocked, even when to performing a quick task such as checking in a hotel, getting gas or going picking up food.
- If confronted by an individual inside a vehicle pointing a weapon at you, run the opposite way from where the vehicle is facing and scream as loud as you can. This evasive action will probably cause the individual to drive away.
- If an individual in a passing car points at your tires or engine to indicate a malfunction, only pull over in a well-lit and populated gas or rest stop. Never pull over in an isolated or dimly lit area. You may have a malfunction or the passing motorist may be attempting to rob you.
- Always park your vehicle in a well-lit and secure area. If your vehicle is parked in a dimly lit or isolated area in a parking garage; ask an attendant or friend to accompany you to your vehicle.
- Secure your valuables in the trunk, or place them out of sight or cover them with a blanket or coat if there is no secure storage area in the vehicle. The would-be-perpetrator likes to see what to steal and not knowing what you have concealed will normally prevent a break in.

Riding in a Taxi

- Have your host or a designated travel agent suggest or reserve a reputable taxi service for you during your stay.
- Only use a taxi service that was vetted for safety and reliability.
- If possible, place luggage, laptop and personal belongings inside the taxi.
- When you first enter the taxi, check the driver photo identification card, normally located on the driver's visor with the driver to ensure they match.

Walking

- If you experience automotive trouble, remain inside the locked vehicle and call for assistance.
- If you can't reach assistance via a mobile phone, only walk for help in a safe area facing the traffic.
- If while walking, you are shadowed or followed by a vehicle, run back in the direction of your vehicle and enter the vehicle if possible. File a police report on the incident as soon as practicable.
- Be aware of your surroundings and those around you while walking and do not be distracted by using electronic devices.

-
- Regularly change your route if you are walking to and from meetings or conferences and choose only well-lit areas to walk in at night.
 - If walking long distances, identify a “safe house, shop, store or restaurant” to duck into if confronted by a perpetrator.

Jogging or Running

- Always jog or run in an area that is safe, secure, and used for exercising.
- Avoid running along busy roads or highways.
- If you chose to venture out on a jog or run, check the route by vehicle prior to beginning to exercise.
- Let the host or a friend know when you leave, when you plan to return, and the route you will take during exercising.
- Take a photo identification and mobile phone with you for emergencies.
- Avoid physically over-extending yourself since reflexes and decision-making ability can be impaired.

Clothing and Jewelry

- Dress to blend in with locals, maintain a low profile and avoid drawing attention to yourself.
- Travel with inexpensive clothing and jewelry.
- Avoid wearing CH2M distinctive clothing or using CH2M logos on luggage or laptops.

Emergency Numbers and Information

- Leave your itinerary and emergency contact numbers where you can be reached with family members and only those that have a need to know.
- Pre-program emergency numbers in the mobile device you are traveling with.
- Carry a list of current medications and specific doses in your purse or wallet.
- Record medical emergency information on a document that can be readily available if you are unable to speak or unconscious.
- Have a photo copy of your driver’s license, passport, and credit card information separately in case your wallet or purse is stolen.

7.16 Shipping and Transportation of Hazardous Materials

(Reference CH2M SOP HSE-417, Hazardous Materials Transportation)

Chemicals brought to the site might be defined as hazardous materials or dangerous goods by the U.S DOT, Canadian Transportation of Dangerous Goods (TDG) Regulations, or other local or country norms. This can include calibration gases used in personal exposure monitoring or field instruments. Hazardous wastes that may be shipped offsite are also defined as hazardous materials by U.S. DOT, Canadian TDG. Other wastes may also be considered hazardous materials. To confirm whether a material or a waste is a hazardous material under applicable regulations, check with the Waste Coordinator, the project EM, or the CH2M Dangerous Goods Shipping Coordinator (Rob Strehlow/MKW).

All staff who affect shipment of hazardous materials, including receiving hazardous materials, preparing profiles or manifests, packaging hazardous wastes, labeling, or transporting hazardous materials by road, are called HazMat employees (note CH2M cannot transport hazardous wastes by public road). HazMat employees must receive CH2M online training in shipping dangerous goods. CH2M’s online Dangerous Goods Shipping course can be found on the CH2M HSE website.

All hazardous materials that are shipped (e.g., via Federal Express) or are transported by road must be properly identified, labeled, packed, and documented by trained staff. If the material is a product that is being shipped (e.g., calibration gas), use the HazMat ShipRight tool on the CH2M virtual office (under Company Resources – Online Shipping). Contact the Dangerous Goods Shipping coordinators, the Waste Coordinator or the project EM for additional information.

It is important that employees be aware of potential transportation security concerns and regulations. In the US, 49 CFR 172 requires that all hazmat employees be aware of potential transportation security concerns. Hazardous materials security is addressed in CH2M's Hazardous Materials SOP (HSE-403). The following points are provided as an overview of security measures to increase awareness of this important matter:

- Do not ship calibration gas back to CH2M warehouses. See the Calibration Gas Cylinder Disposal section of this Handbook;
- It is essential that each employee understand the security risks involved with transporting hazardous materials;
- All transporters of hazardous materials must be prequalified by a Contracts Administrator who evaluate the carrier's safety rating, security measures, and employee screening procedures;
- When shipping hazardous materials, check driver credentials and ask about shipping details;
- When receiving a hazardous materials shipment, inspect packages for signs of tampering or damage to the contents. Verify the drivers and company information on the form with the driver; and
- If there is suspicious or unusual behavior (e.g., driver without credentials, evasive answers) or any discrepancies identified, do not offer or accept the shipment, and immediately notify the project manager or the RHSM.

Employees responsible for shipping hazard materials must also review the CH2M Transportation Security Plan (HSE-417 Appendix A).

7.17 Substance Abuse

(Reference CH2M Policy 810, Drugfree Workplace)

Employees who work under the influence of controlled substances, drugs, or alcohol may prove to be dangerous or otherwise harmful to themselves, other employees, clients, the company, the company's assets and interests, or the public. CH2M does not tolerate illegal drug use, or any use of drugs, controlled substances, or alcohol that impairs an employee's work performance or behavior.

Prohibitions onsite include:

- Use or possession of intoxicating beverages while performing CH2M work;
- Abuse of prescription or nonprescription drugs;
- Use or possession of illegal drugs or drugs obtained illegally;
- Sale, purchase, or transfer of legal, illegal or illegally obtained drugs; and
- Arrival at work under the influence of legal or illegal drugs or alcohol.

Drug and/or alcohol testing is applicable under Policy 810 in the United States. In addition, employees may be required to submit to drug and/or alcohol testing as required by clients. In the US, this testing is performed in accordance with Policy 810, Drug-Free Workplace. Contact the Drug-Free Workplace administrator, Mary Beth Thomas/DEN, if testing is necessary.

Employees who are enrolled in drug or alcohol testing are required to complete annual training located on the CH2M Virtual Office (VO).

In Canada, drug and/or alcohol testing is not applicable in Ontario, but employees may be required to submit to drug and/or alcohol testing as required by clients, or in the event of specific incidents/accidents. When required, employees will be contacted by Human Resources with forms and this testing is performed in accordance with CH2M Canadian Operations Alcohol and Drug Free Workplace Policy. Employees who are enrolled in drug or alcohol testing are required to complete annual training located on the CH2M Virtual Office (VO).

When drug testing is required outside of the US and Canada, follow applicable regulations or policy.

7.18 Unknown or Suspect Objects/Materials

If unknown or suspect objects/materials are encountered (i.e., exposed or partially buried drums, biological waste, cylinders, glass containers, munitions of explosive concern, unexpected stained/discolored soil) are encountered during site operations, ongoing activities shall be immediately suspended. CH2M or subcontractor personnel encountering unknown or suspect objects or materials shall:

- Secure the area and identify the location of the object/material to the extent possible, without causing bodily injury to yourself or others and without disturbing the object.
- Evacuate the work area.
- Immediately notify the PM and RHSM of the encountered condition.
- Do not further disturb or otherwise handle the suspect object or material.

The site supervisor or SC shall contact the Project Manager and the RHSM to evaluate potential hazards associated with the specific situation encountered. The project team will then address the need for the use of special procedures, engineering controls, PPE or specialized subcontract personnel to safely mitigate the situation.

7.19 Workplace Hazardous Materials Information System

(Reference CH2M SOPs HSE-107, Hazard Communication and HSE-403, Hazardous Material Handling; in Canada, also refer to Provincial Workplace Hazardous Materials Information System (WHMIS) Regulation)

- WHMIS is the governing regulation for hazard communication in Canada. For work in the US, the governing regulation is OSHA's Hazard Communication regulation, 29 CFR 1910.1200).
- By May 2017, requirements of WHMIS 2015 must be implemented.

The hazard communication (HazCom) coordinator is to perform the following:

- Complete an inventory of chemicals brought on site by CH2M using the chemical inventory form included as an attachment to this HSP;
- Confirm that an inventory of chemicals brought on site by CH2M subcontractors is available;
- Request or confirm locations safety data sheets (SDSs) from the client, contractors, and subcontractors for chemicals to which CH2M employees potentially are exposed;
- For chemicals used by CH2M workers, before or as the chemicals arrive onsite, obtain a SDS for each hazardous chemical and include on the chemical inventory sheet (attached to this HSP) and add the SDS to the SDS attachment section of this HSP (or maintain in an accessible binder onsite). Ensure everyone knows where SDSs are kept. SDS shall be in English and French;

-
- Country-specific workplace-secondary container labeling systems, such as required by Canada for Workplace Hazard Materials Identification System (WHMIS), must be used. In Canada, the label must be in English and French.
 - Ensure all secondary containers are labeled in compliance with WHMIS 2015 requirements;
 - Give employees required chemical-specific training using the chemical-specific training form included as an attachment to this HSP and ensure that the GHS supplemental VO module has been completed (if applicable). Store all materials properly, giving consideration to compatibility, quantity limits, secondary containment, fire prevention, and environmental conditions.

The following are general guidelines for storing chemicals and other hazardous materials:

- Keep acids away from bases;
- Keep oxidizers (nitric acid, nitrates, peroxides, chlorates) and organics away from inorganic reducing agents (metals);
- Keep flammables and corrosives in appropriate storage cabinets;
- Do not store paper or other combustibles near flammables;
- Use secondary containment and lipped shelving that is secured; and
- Have a fire suppression system available.

8. Project-Specific Hazard Controls

This section provides safe work practices and control measures used to reduce or eliminate potential hazards. These practices and controls are to be implemented by the party in control of either the work or the particular hazard. Each person onsite is required to abide by the hazard controls. Always consult the appropriate CH2M SOP to ensure all requirements are implemented. CH2M employees and subcontractors must remain aware of the hazards affecting them regardless of who is responsible for controlling the hazards. CH2M employees and subcontractors who do not understand any of these provisions should contact the RHSM for clarification.

8.1 Abrasive Blasting

(Reference CH2M SOP HSE-122, *Abrasive Blasting*)

Abrasive blasting is the cleaning or preparing of a surface by forcibly propelling a stream of abrasive material against the surface using sand, glass bead, aluminum oxide, grit, garnet, steel shot, slag, walnut shells, and others. Below are the hazard controls and safe work practices to follow when overseeing or performing abrasive blasting.

- CH2M employees who work on projects with abrasive blasting operations are required to complete the CH2M 10-Hour Construction Safety Awareness training and waste management training.
- Abrasives and the surface coatings on the materials blasted are shattered and pulverized during blasting operations and the dust formed will contain particles of respirable size. The composition and toxicity of the dust from these sources shall be considered in making an evaluation of the potential health hazards. Air monitoring instruments shall be provided if the potential for a hazardous atmosphere exists.
- Personnel shall remain a safe distance from the abrasive blasting area to reduce exposure to hazardous airborne contaminants.
- Abrasive blasting equipment shall be inspected each day, before use, to ensure safe operational condition.
- Non-silica containing abrasive blasting materials must be used to the extent possible.
- Blast nozzles must be equipped with an operating valve that must be held open manually.
- Eating, drinking, and smoking shall be prohibited in areas where blasting is performed. Employees shall wash their face and hands before eating, drinking or smoking.
- Abrasive blasting debris shall be cleaned up by using dust-free methods. Wet clean-up methods and vacuum cleaners with High Efficiency Particulate Air (HEPA) filters are recommended.
- Fugitive dust must be controlled during abrasive blasting operations by using water sprays or other methods.
- Noise must be monitored and controlled as required by state, provincial, or local regulations.
- Complete the abrasive blasting self-assessment checklist when performing or when subcontractors perform this operation.

See also SOP HSE-511, *Crystalline Silica* for requirements regarding silica hazards.

8.2 Aerial Lifts

(Reference CH2M, SOP HSE-301, *Aerial Lifts*)

Below are the hazard controls and safe work practices to follow when working around or operating aerial lifts. Ensure the requirements in the referenced SOP are followed:

- Operate aerial lifts only if you are authorized and trained to do so;

-
- Inspect aerial lifts and test lift controls prior to use;
 - Wear a full-body harness, with a lanyard attached to the boom or platform (see also SOP HSE-308, *Fall Protection*). When working within a standard guardrail system with scissors lifts, the full-body harness and lanyard are not required;
 - Do not attach lanyard to any adjacent structures or equipment while working from an aerial lift;
 - Stand firmly on the floor of the platform and do not sit or climb on the railings of the platform, or use planks, ladders, or other devices to increase working height;
 - Remain on the platform at all times and do not leave the platform to climb to adjacent structures;
 - Position aerial lifts on firm, level surfaces when possible, with the brakes set. Use wheel chocks on inclines. If outriggers are provided, position them on solid surfaces or cribbing;
 - Maintain safe clearance distances between overhead power lines and any part of the aerial lift or conducting material, unless the power lines have been de-energized and grounded, or insulating barriers have been installed to prevent physical contact. Maintain at least 10 feet (3 meters) from overhead power lines for voltages of 50 kilovolts (kV) or less, and 10 feet (3 meters) plus 0.4 inches (1.0 cm) for every 1 kV over 50 kV;
 - Do not exceed the boom and basket load limits;
 - Do not use aerial lifts as cranes, unless specifically designed and approved by the lift manufacturer;
 - Do not work or stand below aerial lift operations;
 - Do not use aerial lifts when winds exceed 30 miles per hour (48 km per hour) or per manufacturers recommendations; and
 - Complete the self-assessment checklist for aerial lifts whenever aerial lifts are being used.

8.3 All-Terrain Vehicles and Utility-Type Vehicle Safety

(Reference CH2M Core Standard, *Vehicle Safety*)

An all-terrain vehicle (ATV) means any recreational vehicle with three or more tires, has handlebar steering, and a seat designed to be straddled by the operator and are not intended for use on paved roads. The only type of ATV permitted for use is the Polaris Ace model which is the only model known to have rollover protection.

Utility-type vehicle (UTV) means any recreational motor vehicle other than an ATV, motorbike, or snowmobile designed for and capable of travel over designated roads, traveling on four (4) or more tires.

Motorcycles, motorbikes, or other motorized devices with two or three wheels, ATVs or quads are not allowed to be used for company related business.

Four-wheeled, cabbed vehicles and vehicles with rollover protection structures (ROPS), with seatbelts for all passengers such, as Yamaha Mules and Polaris Rangers (and similarly designed vehicles including golf carts) are allowed for use.

Doors (plastic, metal or net) supplied by the manufacturer at the time of purchase must be utilized.

Operators shall have the proper safety training and must follow all facility, and client rules for safe operation of the vehicle.

ATVs/UTVs shall not be operated on site unless determined to be the most appropriate vehicle(s) to use and their use is pre-approved by the PM and RHSM.

Operators shall be trained and qualified before operation of the ATV or UTV onsite and will possess a valid driver's license.

ATV/UTV operators are prohibited from using any wireless device while operating ATVs/UTVs. Equipment must be stopped before using devices such as two way radios or cell phones. If a wireless device is required for a certain operation, the PM and RHSM must authorize the wireless use on a case by case basis and make sure limitations are addressed in the project safety plan.

Training shall consist of manufacturer's operating manual, hands-on training by a competent person, a demonstration of basic skills, and when required by the state or province, completion of an ATV/UTV safety course. An AHA shall also be developed for the use of ATVs/UTVs and operators shall be trained on the AHA. All individuals are required meet all training aspects before ATV/UTV use and documentation of training shall be maintained at the site.

Some states and provinces may require an ATV/UTV license or even a motorcycle endorsement on the operator's current driver's license. Be sure to contact the local division of motor vehicles (DMV) office for details. (In the United States, the following states require a specialized driver's license: Arizona, Oregon, Georgia, and Illinois. New Hampshire's and Montana's requirements vary by city. Check your state for new local requirements.)

Keep in mind that states and provinces may still:

- Impose age restrictions for operating ATVs/UTVs;
- Require an ATV/UTV safety or education course certification (even if you're older than 18);
- Require ATV/UTV insurance.

Daily inspections of vehicles for safety and maintenance are required.

Minimum PPE required for operators and passengers on ATVs/UTVs include:

- Safety glasses, goggles, or face-shield at all times when moving;
- Leather boots or shoes (if safety-toed boots are not required by the project safety plan); and
- A properly fitted DOT/ANSI/SNELL-approved helmet (check with client, local requirements, and the project safety plan for helmet requirements when operating or riding in a golf cart or UTV with roll-over protection).

Other safety requirements include:

- ATVs and UTVs shall be operated in accordance with the manufacturer's operating manual, any state, province, or client requirements, and task-specific AHA;
- Speed is not to exceed 32 km/hr (20 mph). Keep all parts of your body inside any roll over protection;
- Always use the seat belt on ATVs/UTVs;
- Make sure the engine is turned off before dismounting the vehicle;
- Avoid driving over any extremely large obstacles (i.e., wood/logs, fences, boulders, etc);
- When using trailers, watch your turning radius;
- Shut engine down prior to refueling;
- ATVs/UTVs must have fenders;
- Utilize high visibility flag and wear high visibility vest when operating adjacent to heavy equipment or haul vehicles.

8.4 Arsenic

(Reference CH2M, SOP HSE-501, *Arsenic*. In Canada, provincial occupational regulations may apply and should be implemented as required.)

Arsenic is considered a “Confirmed Human Carcinogen.” CH2M is required to control employee exposure to arsenic when exposures are at or above 5.0 micrograms per cubic meter ($\mu\text{g}/\text{m}^3$), or lower if the local regulations are more stringent, or if there is the possibility of skin or eye irritation from arsenic. The elements of the CH2M arsenic program include the following:

Exposure monitoring;

- Methods of control, including PPE and respirators;
- Medical surveillance;
- Training on hazards of arsenic and control measures (includes project-specific training and the computer-based training on CH2M’s Virtual Office, *Arsenic Exposure*); and
- Recordkeeping requirements.

If air monitoring indicates there is potential exposure at the action level concentrations, notify the RHSM to ensure the above have been adequately addressed. Full implementation of SOP HSE-501, Arsenic, will be required. Other exposure control measures include:

- Do not enter regulated work areas unless training, medical monitoring, and PPE requirements established by the competent person have been met;
- Do not eat, drink, smoke, chew tobacco or gum, or apply cosmetics in regulated areas;
- Avoid skin and eye contact with liquid and particulate arsenic or arsenic trichloride;
- Respiratory protection and other exposure controls selection shall be based on the most recent exposure monitoring results obtained from the competent person; and
- Review the fact sheet included as an attachment to the SOP.

8.5 Asbestos

(Reference CH2M SOP HSE-502, Asbestos; Provincial Occupational Regulations regarding Asbestos)

Asbestos is a cancer-causing mineral that was included in many building materials. When disturbed harmful asbestos fibers can be released and inhaled and ingested by workers. Materials suspected of containing asbestos shall be treated as asbestos unless documentation and testing results indicate otherwise. Where the presence of asbestos is suspected, if at all possible, design all operations to avoid contact.

When there is a risk of disturbing asbestos and making it friable (able to release fibers when the materials are crushed, abraded or cut) the activity becomes regulated. The asbestos standard for construction regulates asbestos exposure for the following activities:

- Demolishing or salvaging structures where asbestos is present in concentrations greater than 1 percent;
- Removing or encapsulating asbestos-containing materials (1 percent or greater asbestos content);
- Constructing, altering, repairing, maintaining, or renovating asbestos-containing structures or substrates;
- Installing asbestos containing products;
- Cleaning up asbestos spills/emergencies; and
- Transporting, disposing, storing, containing and housekeeping involving asbestos or asbestos containing products on a construction site.

CH2M is required to control employee exposure to asbestos when exposures are at or above 0.1 fibers per cc (f/cc) by implementing a program that meets the requirements of the applicable regulatory agency (OSHA Asbestos standard, 29 Code of Federal Regulations (CFR) 1926.1101, Canadian Provincial OH&S Code/Regulations, etc.). The elements of the CH2M asbestos program include the following:

COPYRIGHT 2017 BY CH2M. THE INFORMATION IN THIS DOCUMENT IS PROPRIETARY.”

-
- Exposure monitoring;
 - Methods of control, including PPE and respirators;
 - Medical Surveillance;
 - Training on hazards of asbestos and control measures; and
 - Record keeping requirements.

If air monitoring indicates there is potential exposure at the action level concentrations, notify the RHSM to ensure the above have been adequately addressed. Other exposure control measures include:

- Do not enter regulated work areas unless training, medical monitoring, and PPE requirements established by the competent person have been met;
- Do not eat, drink, smoke, chew tobacco or gum, or apply cosmetics in regulated areas;
- Avoid skin and eye contact asbestos;
- Respiratory protection and other exposure controls selection shall be based on the most recent exposure monitoring results obtained from the competent person;
- Review the fact sheet included as an attachment to the SOP; and
- Do not disturb waste or other materials labeled “Danger - Asbestos Fibers.”

Subcontractors performing asbestos abatement activities are required to obtain state or special licenses and permits and have a written compliance/abatement plan that has been reviewed and accepted by CH2M before work begins. Subcontractors are required to provide proof that all asbestos workers medically qualified, training and a competent person has been appointed before work begins.

8.6 Barbed Wire Fences

Crossing barbed wire fences shall be avoided, in general, when performing field work. Use gates or other entryways within a reasonable walking distance whenever possible and permitted by fence owner.

In some circumstances, barbed wire fences may have to be crossed during pre-construction surveys or other similar tasks through open country. CH2M and subcontractor personnel shall follow the requirements in the safety plan which may include determining whether personnel should go over or in between the strings of barbed wire fence based on height and ability (e.g., if the fence is 3-feet high or less, most personnel may prefer to go over the fence). If going over the top string of barbed wire, use a split section of foam pipe insulation to cover the barbs while crossing over the fence. Use a buddy to hold the fence down while crossing. If personnel will be going in between two strings of barbed wire, use the buddy system to perform a step-through technique to cross through the fence. Each worker will need to take turns spreading the top and middle sections of wire, so that the second person can step through the fence. PPE shall include leather gloves and foam pipe insulation to cover the barbs.

8.7 Benzene

(Reference CH2M SOP HSE-503, Benzene. In Canada, provincial occupational regulations may apply and should be implemented as required.)

Benzene is considered a “Confirmed Human Carcinogen.” CH2M is required to control employee workplace exposure to benzene when personal exposures is at or above 0.5 parts per million (ppm) as an 8-hour time-weighted average (TWA) or above 5.0 ppm short term exposure limit (STEL), by implementing a program that meets the requirements of the local regulatory agency (OSHA Benzene standard, 29 CFR 1910.1028, Provincial OH&S Code/Regulations, etc.). [Note: Alberta, British Columbia, and Ontario state a more conservative STEL of 2.5 ppm for benzene.] The elements of the CH2M benzene program include the following:

- Exposure monitoring;
- Methods of control, including personal protective equipment (PPE) and respirators;
- Medical surveillance;
- Training on hazards of benzene and control measures (includes project-specific training and the computer-based training on CH2M's Virtual Office, *Benzene*); and
- Record keeping requirements.

If air monitoring indicates there is potential exposure at the action level concentrations above, notify the RHSM to ensure the above have been adequately addressed. Other exposure control measures include:

- Do not enter regulated work areas unless training, medical monitoring, and PPE requirements established by the competent person have been met;
- Do not eat, drink, smoke, chew tobacco or gum, or apply cosmetics in regulated areas;
- Respiratory protection and other exposure controls selection shall be based on the most recent exposure monitoring results obtained from the competent person; and
- Review the fact sheet included as an attachment to the SOP.

8.8 Blasting / Explosives

(Reference CH2M SOP HSE-610, Explosives Usage and Munitions Response)

- A (safety) Opportunity Risk Evaluation (ORE) must be conducted with the Munitions Response (MR) Safety/Quality Officer prior to the Go/No Go decision making opportunity for all projects involving the use of explosives or work to be performed on a MR site.
- Only authorized, trained and qualified personnel shall handle, use and transfer explosives.
- Blasting subcontractors are responsible for providing a competent person to oversee blasting operations.
- Personnel who will be handling explosives will not wear outer or inner garments having static electricity-generating characteristics. These include clothing made of 100 percent polyester, nylon, silk, and wool, which are all highly static producing.
- Protective shoes worn by personnel performing explosives operations should be constructed of nonferrous materials (e.g., fiberglass) to prevent interference with sensitive geophysical instruments.
- Expose the minimum number of people to the minimum amount of explosives for the minimum amount of time. Project-specific explosives safety precautions shall be developed prior to field activities and must be reviewed and approved by the MR Safety/Quality Officer and the MR Operations Manager.
- Details of explosives management and safety requirements are developed and included in a site-specific Explosives Management Plan (EMP).
- Security of explosives shall conform to the requirements set forth by federal, state, provincial, and local jurisdictions. Project site and overnight explosives security will conform to any local transportation security requirements.
- In Canada, **Type-20 Manufacturer of High Explosives License/Permit** issued by the country ATF&E is required to purchase, store, and use high explosives including on-site use of binary explosives in support of MR operations, construction projects, and demolition and deactivation (D&D) projects.

-
- State, Provincial and/or local explosives permits may be required for CH2M and individuals to purchase, store, and use explosives in support of MR operations, CDC operations, construction projects, and D&D projects. In addition there may be local requirements.

8.9 Boating Safety

Personnel who will operate a boat during the course of a project shall first demonstrate to the site manager that they are experienced in operating boats similar to those used for the project and that they are knowledgeable of local boating safety requirements (e.g., the National Coast Guard, Canadian Coast Guard, etc.). Project boats shall be operated by experienced boat operators in possession of a current operator's license only. Boat operators shall also possess basic mechanical knowledge necessary to troubleshoot common mechanical problems that can and do occur. The boat operator shall be responsible for the safety of all personnel on board the boat he or she is operating and for the integrity of all boat and safety equipment.

Each designated boat operator shall give a safety briefing to all occupants of the boat prior to leaving the shore. Boats are to be occupied during use by not less than one qualified operator plus one additional person.

The boat captain has the final authority with regard to boat safety and navigational safety.

Boat Requirements

All project boats will meet or exceed US, Canada, or local Coast Guard requirements for safety equipment, as applicable to the operation and type of boat. These requirements are summarized below for small craft (less than forty feet [12 meters] in length).

Flame Arresters

All gasoline engines, except outboard motors, installed in a boat must have an approved flame arrestor (backfire preventer) fitted to the carburetor.

Sound Signaling Devices

Boats shall carry at least one air horn or similar sound-signaling device. Radio or cell-phone communication must be in place as well.

Personal Flotation Devices

All personnel and passengers shall wear an approved personal flotation device (PFD) at all times when operating or being transported in a boat. A positively buoyant wet suit or dry suit may be substituted for a PFD. PFDs shall be Type II or higher (capable of turning its wearer in a vertical or slightly backward position in the water). In addition, each boat shall be equipped with at least one Type IV PFD, designed to be thrown to a person in the water and grasped and held by the user until rescued. A buoyant boat cushion equipped with straps and a float ring are two common examples of a Type IV PFD.

Fire Extinguishers

Each boat shall carry at least one Type B-I or B-II fire extinguisher (for use in gasoline, oil and grease fires) approved by Underwriters Laboratories (UL). Each fire extinguisher shall be inspected to ensure that it is sufficiently charged and that the nozzles are free and clear. Discharged fire extinguishers shall be replaced or recharged immediately.

Emergency Planning

As part of the project HSP and AHAs, emergencies and response actions must be addressed for potential emergencies such as fire, sinking, flooding, severe weather, man over-board, hazardous material incidents, etc.

Load Capacity

Boats shall not be loaded (passengers and gear) beyond the weight capacity printed on the Coast Guard information plate attached to the stern. In addition, several factors must be considered when loading a boat: distribute the load evenly, keep the load low, do not stand up in a small boat or canoe, and do not overload the boat.

Tool Kit

All motorized boats shall carry a tool kit sufficient for the boat operator to troubleshoot common mechanical problems such as fouled spark plugs, flooded carburetor, electrical shorts, etc. Boats operated in remote areas shall also carry appropriate spare parts (propellers, shear pins, patch kits, air pumps, etc.). The tool kit shall be maintained by the boat operator and supplies used up shall be replaced immediately.

Communications

All boats operated shall carry a two-way radio or cellular telephone that enables communication back to the field camp or other pre-established location.

Good Housekeeping

Personnel using a boat shall properly stow and secure all gear and equipment against unexpected shifts when underway. Decks and open spaces must be kept clear and free from clutter and trash to minimize slip, trip, and fall hazards.

Fuel Management

Personnel shall utilize the "one-third rule" in boating fuel management. Use one-third of the fuel to get to the destination, one-third to return, and keep one-third in reserve.

No smoking is permitted on board vessels or during refueling operations.

Pollution Control

The Clean Water Act prohibits the discharge of oil, hazardous substances, or other materials or wastes in quantities that may be harmful into Canadian navigable waters. No person may intentionally drain oil or oily wastes from any source into the bilge of any vessel. Larger vessels equipped with toilet facilities must be equipped with a Canadian Coast Guard-approved marine sanitation device.

Employees shall report any significant oil spills to water to the SC and/or supervisor and the RHSM. The procedure for incident reporting and investigation shall be followed when reporting the spill.

Training

All operators and passengers shall be trained on the requirements outlined above, as well as trained on the HSP/AHA(s), including emergency response actions.

8.10 Burning

Open burning of leaves and brush, other vegetation, and trash results in smoke, which contains a number of hazardous air pollutants. Some of the components of smoke can cause cancer as well as other adverse health effects. Open burning is not allowed in many areas, including non-attainment areas in the US. Consider alternatives to open burning such as composting, mulching and chipping for erosion control. If alternatives are not feasible and open burning is allowed, contact the appropriate Fire Protection Agency to obtain a burn permit and follow permit requirements.

Cadmium

(Reference CH2M SOP HSE-504, *Cadmium*. In Canada, provincial occupational regulations may apply and should be implemented as required.)

Cadmium is considered a “Suspected Human Carcinogen.” CH2M is required to control employee workplace exposure to cadmium when personal exposure is at or above 2.5 micrograms per cubic meter ($\mu\text{g}/\text{m}^3$) by implementing a program that meets the requirements of the OSHA Cadmium standard, 29 *Code of Federal Regulations* (CFR) 1926.1127, the Provincial OH&A Code/Regulation, or other (more stringent) local regulation. The elements of the CH2M cadmium program include the following:

- Exposure monitoring;
- Methods of control, including PPE and respirators;
- Medical surveillance;
- Training on hazards of cadmium and control measures (includes project-specific training and the computer-based training on CH2M’s Virtual Office, *Cadmium*); and
- Recordkeeping requirements.

If air monitoring indicates there is potential exposure at the action level concentrations above, notify the RHSM to ensure the above have been adequately addressed. Other exposure control measures include:

- Do not enter regulated work areas unless training, medical monitoring, and PPE requirements established by the competent person have been met;
- Do not eat, drink, smoke, chew tobacco or gum, or apply cosmetics in regulated areas;
- Respiratory protection and other exposure controls selection shall be based on the most recent exposure monitoring results obtained from the competent person; and
- Review the fact sheet included as an attachment to the SOP.

8.11 Chainsaws

(Reference CH2M SOP HSE-210, *Hand and Power Tools*)

Below are the hazard controls and safe work practices to follow when working around or operating chainsaws. Ensure the requirements in the referenced SOP are followed.

8.11.1 Equipment

Only chainsaws equipped with a spark arrestor and fully functioning chain brake or “safety chain” shall be used. The following safety equipment shall be readily available while operating a chainsaw:

- Chainsaw operator’s manual;
- Fully stocked first aid kit;
- Multipurpose fire extinguisher;
- Grounded extension cord approved for outdoor use and ground fault circuit interrupter (GFCI) for electrical-powered chainsaws;
- Approved safety gasoline container and funnel or flexible nozzle for refueling gasoline-powered chainsaws; and
- Sledge hammer and non-metallic wedges when necessary to prevent pinching of the chain.

8.11.2 PPE Requirements

The following personal protective equipment shall be worn while operating chainsaws:

- Safety glasses with side shields and face shield to prevent injury from wood chips, sawdust, or other flying objects;
- Hard hat with properly fitted suspension to prevent head injury from falling debris;
- Steel-toed safety shoes or boots to prevent foot injury from falling objects and accidental contact with the moving chain;
- Hearing protection to prevent permanent damage to hearing. Ear muffs or plugs will have a decibel noise reduction rating (NRR) assigned to them. The higher the rating, the greater the protection offered;
- Non-leather, fabric work gloves to prevent hand injury from abrasions, splinters and cuts;
- Clothing that is well-fitted and free of loose edges that could become entangled in the saw; and
- Protective chaps or leggings that cover the area from the groin to about 2 inches (5.08 cm) above the ankles should be used. These chaps are made from synthetic fabrics that are designed to prevent the running saw chain from coming in contact with your legs.

8.11.3 Safe Operation

The following safe operation guidelines shall be followed regardless of the purpose for using a chainsaw:

- Inspect the chainsaw prior to use;
- Chainsaws shall be held firmly with both hands, with thumbs and fingers encircling both chain saw handles;
- Stand slightly to the left side of the saw, out of the plane of the cutting chain and guide bar to reduce the risk of injury in the event of a kickback;
- Position saw so that it is between the waist and mid-chest level. Overreaching or cutting above the mid-chest height shall be avoided;
- Maintain a full throttle setting while cutting. Chainsaws are designed to be run at full speed;
- Always be aware of what is in the saw's downward path after the cut;
- Do not attempt to cut material that is larger than the guide bar of the saw;
- Avoid cuts that will cause the chainsaw to jam. Always cut into the compression wood first until the cut starts to close; then cut from the other side toward the compression cut;
- Use a non-metallic wedge to prevent the compression cut jamming on the blade;
- Chainsaws are designed to feed themselves into the wood and require only light pressure to cut efficiently. If extra force is required to keep cutting, the chain requires sharpening. Additional signs of a dull chain include a saw that is cutting crooked, results in fine sawdust instead of chips, or the smell of burnt wood. Do not use a dull chain;
- Bystanders and helpers shall be kept at a safe distance from operation;
- Do not operate a chainsaw when fatigued; take frequent breaks;
- Work slowly; don't rush; and
- A fire extinguisher shall be present at all times when operating the chainsaw in forest or brushy areas.

8.11.4 Refueling the Engine

The fuel for gasoline-powered chainsaws shall be mixed in accordance with the manufacturer's recommendations as outlined in the chainsaw operator's manual. Fuel shall be stored and transported in an approved safety container. The following precautions should also be followed:

- The engine shall be shut off and allowed to cool before refueling; never refuel a hot engine;
- A fire extinguisher shall be present during fueling and refueling;
- Smoking around fueling or refueling operations shall be prohibited; and
- A funnel or a flexible nozzle shall be used to avoid spilling fuel on the engine.

8.12 Chemical Injections

When the remedial action objectives for a project include subsurface injection of chemicals, the procedures and handling practices identified below must be implemented.

Pre-Injection

Review the Safety Data Sheets (SDSs) for the materials which are expected to be utilized in the chemical injection processes for this contract task order and:

- Document training in accordance with the Hazard Communication section of this Handbook.
- Ensure that appropriate spill response materials are present (e.g., absorbent media for oil, neutralizing agents for potassium permanganate, secondary containment for larger chemical tanks).

Evaluate potential for "daylighting" of chemical injection in the work area:

- Evaluation should identify known or potential pathways such as existing monitoring wells screened at the same depth interval as the planned injection, wells that were not properly abandoned, and utility corridors.
- Identify potential surface release areas such as nearby sensitive areas (e.g., wetlands) storm drains, ditches, or streams, and ensure that mitigation measures are in place (e.g., temporarily blocking storm sewer drains).
- Contact the project Environmental Manager for assistance in identifying release scenarios and mitigation measures.

Injection Operations

- Operate and maintain pressure vessels, pumps and hosing in accordance with the manufacturer's recommendations.
- Do not exceed the rated pressure of the vessels and associated piping or hoses of the system.
- The system must be provided with a pressure relief valve/controller that safely reduces the system pressure to within the system rated pressure.
- The pressure relief valve must be rated at no more than 110 percent the rated pressure of the system and must be tested at regular intervals.
- Each vessel must be equipped with a functioning pressure gauge to monitor pressure.
- For PPE and air monitoring requirements, refer to the PPE section and Site Monitoring section of the project safety plan. PPE shall be used to minimize potential exposure to identified site contaminants of concern and injection solutions during site injection operations. In addition, good personal hygiene practices and procedures must be practiced.

-
- Use face shields in combination with safety glasses or goggles when the potential for exposure to chemical splashes may exist.
 - If repairs to injection delivery system components are necessary after the subsurface injection operations have been initiated, the injection lines must be relieved of pressure and drained before conducting repair work. See also the Lockout/Tagout section of this Handbook.
 - Drums/containers of injection material shall be moved using a drum “dolly” or other appropriate material handling equipment where the weight of the drum can be properly managed and secured during the movement.
 - Empty containers may require special preparation/rinsing prior to disposal. Verify requirements with the project EM.
 - Only qualified personnel, by prior training or experience, may operate the injection system delivery components/array(s).
 - Appropriate spill response materials for all chemicals must be present at the job site. Only qualified (by training and previous experience) who have proper PPE and equipment available shall provide spill response operations.
 - Station a portable eye wash in the immediate work area where chemical injections are occurring, along with wash facilities for hygienic practices and PPE decontamination.
 - If PPE becomes saturated and may potentially impact work clothing, dermal surfaces, or mucous membranes, change PPE immediately.
 - Verify the competency and integrity of the chemical injection hoses/piping and connection points
 - Confirm hose/piping rated for 100 psi.
 - Verify the any cam-lock fitting on the injection hose/piping, well head, or direct push technology (DPT) rods are structurally sound and free of defects. Where hoses are used, ensure fittings have been secured to the hose surface via mechanical banding equipment to prevent whipping.
 - When injecting under pressure, stand at a sufficient distance (i.e., ~ 20 feet) from the injection well head/point. Keep unessential project personnel away from the injection system, array, and well head(s) during injection operations.
 - Remove/stow all unnecessary equipment and material in the area.
 - The injection system/array must be monitored/attended at all times during the injection process and when not in use, components must be properly secured, de-energized, or stowed. If the system will operate without an attendant, plans for operating unattended must be in place and approved by the PM and RHSM/EM.
 - All pressured lines and fittings should be ‘tethered’ or otherwise secured to minimize whipping or ‘launching’ of lines in the event of an equipment failure. Any “quick connect” type fittings (compressed air or fluid) should be secured with appropriate pins, clips to prevent accidental disengagement of the fitting during operation.
 - Inspect all equipment, hoses, pressure lines, and fittings daily and prior to pressurizing.

Chemical Storage

- Some injection chemicals, such as strong oxidizers, may have stringent storage requirements per local or National Fire Codes. Verify that appropriate storage provisions are in place prior to starting work.

- NOTE: Counties and cities may have requirements specific to storing these chemicals. Also, storage and use of certain chemicals such as potassium permanganate and hydrogen peroxide may be subject to the new Chemical Facility Anti-Terrorism Standards of the Department of Homeland Security – the applicability depends on the chemical, quantity/concentration, and type of facility. Please contact the project Environmental Manager to determine whether chemicals are subject to these standards.
- Chemicals must be stored in a designated, secured area with spill prevention capabilities. Review SDS or other information to determine potential incompatible materials. Incompatible materials shall not be stored together. Ensure all containers are labeled.

Substrates That Create Reducing Conditions to Facilitate Bioremediation

Materials such as Emulsified vegetable oil (EVO) or emulsified oil substrate (EOS), lactate, and cheese whey are commonly used as the electron donors or “fuel” during enhanced reductive dechlorination (ERD) treatment. ERD can be an effective method for degrading various chlorinated solvents dissolved in groundwater.

Addition of these “electron donors” can also cause changes that need to be recognized and monitored, such as production of gases such as methane and hydrogen sulfide, and increases in carcinogenic byproducts, such as vinyl chloride, in groundwater or in the vadose zone. These gases or byproducts are not yet formed during the injection work, but are observed weeks following the injections as the biological process take place. These hazards must be considered during subsequent groundwater sampling activities. The air monitoring protocol and action levels, as well as required PPE, are discussed in later sections of this HSP.

Although EVO is food-grade material, SDSs for the material must be kept onsite, as well as added to the chemical inventory, and specific training on hazards conducted and documented in the Attachments in this HSP.

The Clean Water Act requires a Spill Prevention, Control, and Countermeasures (SPCC) Plan for storage of more than 1320 gallons of oil (including EVO and EOS) in ≥55 gallon aboveground containers. Additionally, spill kits/materials capable of stopping the spread of a leak/spill must be available and accessible. Involve your Environmental Manager for assistance to determine whether a plan is required, to prepare an SPCC Plan, or to plan for spill control if EVO or other oils will be used around a body of water.

The following hazards must be acknowledged and addressed in the injection AHA or AHA/EIA:

- Slips/falls resulting from spilled EVO/EOS
- Slips/trips/falls from hoses transporting EVO/EOS and water
- Pressure in the injection lines (<20 psi)
- Potential for oil to spray on face/body if there’s a breach or leak (refer to bullets above for mitigation measures)
- Hazards associated with the mixing and injection process such as electrical hazards associated with the pump, hand contact hazards during the mixing process, spills, etc.
- Other hazards applicable to the injection process.

Potassium Permanganate

- This in situ treatment technology uses potassium permanganate (KMnO₄) to destroy [insert COCs, i.e., DNAPL] through an oxidative reaction. The KMnO₄ reacts with the carbon-carbon double bonds found in chloroethenes to produce primarily carbon dioxide, chloride ions, and manganese dioxide as byproducts.
- Potassium permanganate (KMnO₄) is considered to be an irritant to the respiratory system affecting the nose, throat, and the lungs. Engineering controls should be employed to minimize dust generation during use (pouring). The best protection is to enclose the operation or to provide local exhaust ventilation at the site of

dust generation. KMnO_4 also is a skin irritant and can severely burn the eyes and skin. Caution should be used to prevent the generation of dust which can contact the eyes or skin. It should be mixed with water before use. Aqueous solutions of KMnO_4 are much less dangerous, especially when diluted.

- Solid KMnO_4 is a very strong oxidizer. Keep in a tightly closed, labeled container, in a cool, dry, ventilated area. Protect against physical damage and moisture. Isolate from any source of heat or ignition. Avoid storage on wood floors. Separate from incompatibles, combustibles, organic or other readily oxidizable materials. Containers of this material may be hazardous when empty since they retain product residues (dust, solids); observe all warnings and precautions listed for the product.
- Potassium permanganate stains the hand and clothing and should be handled with care. It causes corrosive burns on the skin, and swallowing it may lead to gastroenteritis.
- When handling, wear chemical splash-type goggles, impervious clothing, such as Polycoated-tyvek, rubber or nitrile gloves and rubber or neoprene gloves and shoe covers. Should clothing become contaminated, it should be immediately decontaminated or removed to prevent injury.
- Respiratory protection should be worn during pouring if dust cannot be controlled; follow the action levels in the Site Monitoring section of this HSP. Strict adherence to dust control measures and monitoring must be performed during the execution of this task.

Hydrogen Peroxide

- Hydrogen peroxide is an oxidizer and will release oxygen when decomposed adding to combustion. It can be corrosive to eyes, nose, throat, lungs and gastrointestinal tract.
- When handling hydrogen peroxide, wear chemical splash-type goggles and full-face shield, impervious clothing, such as Polycoated-Tyvek, rubber or nitrile gloves and rubber or neoprene gloves and shoe covers (avoid cotton, wool and leather).
- Avoid excessive heat and contamination (meaning other material getting in the container). Contamination may cause decomposition and generation of oxygen gas which could result in high pressures and possible container rupture. Hydrogen peroxide should be stored only in vented containers and transferred only in a prescribed manner (refer to the SDS). Never return unused hydrogen peroxide to original container, empty drums should be triple rinsed with water before discarding. Utensils used for handling hydrogen peroxide should only be made of glass, stainless steel, aluminum or plastic.
- Store drums in cool areas away from direct sunlight and incompatible materials such as reducing agents, wood, paper and other combustibles, iron and other heavy metals, copper alloys and caustic. Provide mechanical general and/or local exhaust ventilation to prevent release of vapor or mist into the work environment.

Sodium Permanganate

- Sodium Permanganate (NaMnO_4) is considered to be an irritant to the respiratory system affecting the nose, throat, and the lungs. Since solution is in a liquid form, all spraying, misting, and splashing should be minimized. If used, this liquid form should alleviate the potential for dust exposure which can occur during the mixing of the potassium permanganate described above.
- Engineering controls should be implemented to prevent or minimize the potential for spraying, misting, or splashing. In addition to wearing appropriate PPE (see below), an emergency eye wash/shower facilities shall be provided in the immediate area.
- Should clothing become contaminated, it should be immediately decontaminated or removed to prevent injury. While handling, the following PPE should be worn: Face shield & chemical goggles, coveralls, rubber protective gloves (shoulder length), and a rubber apron.

Hydrogen Release Compound (HRC)

- HRC is a controlled release, electron donor material, that when hydrated is specifically designed to produce a controlled release of lactic acid. The lactic acid is critical for the production of hydrogen to fuel anaerobic biodegradation processes in soil and groundwater.
- Refer to the SDS for HRC for specific handling and storage protocol.
- HRC is considered to be a skin irritant. Should clothing become contaminated, it should be immediately decontaminated or removed to prevent injury.
- HRC is a skin irritant and can burn the eyes and skin. Caution should be used to prevent the generation of misting, spraying, or splashing. While handling, the following PPE should be worn: Face shield & safety glasses, rubber protective gloves (shoulder length) along with a rubber apron.
- Spills of HRC should be cleaned up immediately to prevent slips and falls. Adequate spill containment and clean-up material must be provided in areas of chemical use. Dry absorbent material must be maintained on hand and ready to be immediately employed should a spill occur.

8.13 Compressed Gas Cylinders

(Reference CH2M SOP HSE-403, *Hazardous Materials Handling*)

8.13.1 General

Below are the hazard controls and safe work practices to follow when working around or using compressed gas cylinders. Ensure the requirements in the referenced SOP are followed.

- Cylinders and pressure-controlling apparatus shall be inspected for defects and leakage prior to use. Damaged or defective items shall not be used. If a cylinder is found to be defective, the gas distributor shall be notified and subsequent instructions followed. If a leak should develop at a fuse plug or other safety device, the cylinder shall be removed from the work area.
- Cylinders shall be labeled with the identity of the contents. Cylinders not labeled shall be sent back to the cylinder distributor. The color of the cylinder shall not be used exclusively to identify cylinder contents.
- Valve caps must be in place when cylinders are transported, moved, or stored.
- Cylinders must be secured in an upright position at all times.
- Cylinder valves must be closed when cylinders are not being used and when cylinders are being moved.
- Cylinders must be secured on a cradle, basket, or pallet when hoisted; they may not be hoisted by choker slings.
- Eye protection (safety glasses or goggles) shall be worn when using cylinders.
- Cylinders must be shielded from welding and cutting operations and positioned to avoid being struck or knocked over; contacting electrical circuits; or exposed to extreme heat sources.
- Cylinders inside buildings shall be stored in dry, well-ventilated locations at least 20 feet (6.1 meters) from highly combustible materials. Cylinders should be stored in definitely assigned places away from elevators, stairs, or gangways. Assigned storage areas shall be located where cylinders will not be knocked over or damaged.
- Oxygen cylinders in storage shall be separated from fuel gas cylinders or combustible materials by a minimum of 20 feet (6.1 meters) or by a noncombustible barrier at least 5 feet (1.5 meters) high, having a fire resistance rating of at least 0.5 hour.
- Signs indicating no smoking shall be provided for storage areas containing flammable gas cylinders.

-
- Complete the self-assessment checklist for compressed gas cylinders are being used.

8.13.2 Calibration Gas Cylinder Disposal

Calibration gas for field instruments is usually shipped in non-refillable DOT-39 specification cylinders. They can be identified by a code stamped into the cylinder that begins with “DOT-39, NRC” followed by a series of other numbers and letters. These cylinders cannot be refilled and are intended to be disposed of by the end user once the contents are consumed. Because of the high cost of shipping partially full cylinders to a CH2M warehouse, equipment rental company, or the manufacturer, most calibration gas cylinders should be disposed of locally using this procedure.

Applicability

This procedure applies only to non-refillable DOT-39 specification cylinders containing calibration gas that is classified by DOT as a Division 2.2 nonflammable gas. The cylinder will display the green nonflammable gas label. Calibration gas usually contains parts per million (ppm)-range concentrations of compounds such as isobutylene, hexane, or methane. This procedure does not apply to Division 2.1 flammable gasses, Division 2.3 poison gasses, corrosive gasses, or oxidizing gasses. It also does not apply to gasses contained in larger refillable DOT-specification cylinders.

Disposal Procedure

1. Review the cylinder labeling and material safety data sheet (SDS) to verify that the material in question is calibration gas containing ppm-range concentrations of materials such as isobutylene, hexane, or methane, and that the gas is classified as a Division 2.2 nonflammable gas. If the material is a flammable gas (Division 2.1), poison gas (Division 2.3) corrosive gas, oxidizing gas, or contains toxic air contaminants such as trichloroethylene, DO NOT FOLLOW THIS PROCEDURE. Contact a dangerous goods advisor or the project EM for assistance.
2. Attach the appropriate regulator or valve to the cylinder, open the valve, and allow the gas to vent slowly to the atmosphere in an unconfined, well ventilated area outdoors.
3. If a regulator is not available, depress the valve with a non-sparking tool (e.g., pencil, stick). Be sure that the cylinder is pointed away from you at all times. The valve operates the same way as the valve on a car or bicycle tire.
4. Wear leather work gloves and keep your hands away from the flow of gas.
5. Leave the valve open until all gas is discharged from the cylinder.
6. If the cylinder has a permanently attached valve, leave it open. If a removable regulator or valve was used, remove it from the cylinder.
7. Mark the cylinder as “EMPTY” or “MT.”
8. Recycle the empty cylinder as scrap metal or dispose as solid waste after verifying that the solid waste collection company will accept this material in the trash.
9. If required to puncture the empty cylinder before disposal or recycling, do not attempt to do so using hand tools such as a hammer and nail or punch. Contact a dangerous goods advisor, the project EM, or health and safety manager for assistance.

8.14 Concrete Work and Masonry Construction Activities (Including well pad construction)

(Reference CH2M SOP HSE-302, *Concrete and Masonry*)

Below are the hazard controls and safe work practices to follow when working around or performing concrete and masonry activities. Ensure the requirements in the referenced SOP are followed.

-
- Wear PPE to avoid contact with concrete including gloves, mud boots, hard hat, safety glasses, long sleeved shirt and long pants.
 - Consult the glove supplier or the cement manufacturer's SDS for help in choosing the proper gloves. Butyl or nitrile gloves (rather than cotton or leather gloves) are frequently recommended for caustic materials such as Portland cement.
 - Use only well-fitting gloves. Loose-fitting gloves let cement in. Often the use of gloves and clothing makes exposure worse when cement gets inside or soaks through the garment. Use glove liners for added comfort.
 - Wash your hands before putting on gloves. Wash your hands every time that you remove your gloves.
 - Dry your hands with a clean cloth or paper towel before putting on gloves.
 - Protect your arms and hands by wearing a long sleeve shirt with the sleeves duct-taped to your gloves to prevent wet cement from getting inside the gloves.
 - Follow proper procedures for removing gloves, whether reusing or disposing them.
 - Clean reusable gloves after use. Before removing gloves, clean the outside by rinsing or wiping off any wet cement. Follow the manufacturer's instructions for glove cleaning. Place clean and dry gloves in a plastic storage bag and store them in a cool, dry place away from tools.
 - Throw out grossly contaminated or worn-out gloves.
 - Keep the inside of gloves clean and dry.
 - Wear waterproof boots when necessary to prevent wet cement from coming into contact with your skin. It is as important to protect your legs, ankles, and feet from skin contact with wet cement as it is to protect your hands.
 - Boots need to be high enough to prevent wet cement from getting inside. Tuck pants inside and wrap duct tape around the top of the boots to prevent wet cement from entering.
 - Change protective boots if they become ineffective or contaminated on the inside with wet cement while in use.
 - Change out of any work clothes that become contaminated with wet cement and keep contaminated work clothes separate from your street clothes.
 - When kneeling on wet cement use waterproof kneepads or dry kneeboards to prevent the knees from coming into contact with the cement.
 - Wear proper eye protection when working with Portland cement.
 - Perform hazard communication training for concrete. Read SDSs heed the manufacturers' recommendations for safety precautions.
 - Protruding reinforcing steel (rebar), onto which personnel could fall, must be guarded to eliminate the hazard of impalement
 - During post-tensioning, only those personnel essential to the operation are permitted behind the tensioning jacks.
 - Personnel shall not ride concrete buckets nor position themselves in areas where buckets are lifted overhead.
 - Personnel shall maintain a safe distance from formwork and shoring being removed from concrete structures.

-
- Personnel shall maintain a safe distance from precast and lift-slab concrete being lifted into position until physically secured.
 - Personnel shall not enter limited access zones during masonry wall construction.
 - When CH2M is in control of concrete and masonry operations, a lift slab competent person will oversee all the concrete and masonry operations.
 - See also SOP HSE-511, *Crystalline Silica*.
 - Complete the self-assessment checklist for concrete and masonry activities whenever those activities are being performed.

8.15 Concrete Core Drilling

(Reference CH2M SOP HSE-204, *Drilling*)

Below are the hazard controls and safe work practices to follow when working around or performing concrete core drilling.

- Operators must read and understand the Operators Manual(s) for the equipment that will be used.
- Follow all manufacturers' operating instructions and comply with all warning labels on the equipment.
- Inspect equipment to ensure it is in proper operating condition prior to use. Equipment damage or missing parts must be corrected prior to operation.
- Follow all requirements for use of PPE. Minimum PPE includes hearing protection, safety glasses with side shields, safety toed boots. A face shield over safety glasses or liquid splash goggles may be required for wet coring.
- Inspect areas to be cored to ensure there are no obstructions, for example utilities on the opposite side of a wall to be cored through. Follow utility locate procedures for when coring slab on grade.
- Provide dust control (wet coring or local exhaust for dry coring) to avoid potential silica exposure.
- Make sure that all electrical wiring is grounded.
- The power supply line (electric cord, pneumatic or hydraulic line) must be protected from damage and routed to prevent it becoming a tripping hazard.
- When hydraulic coring equipment is used, all workers must be aware of hydraulic lines running to the coring equipment. Preparations must be made for containment/clean up in the event of a ruptured hydraulic line.
- All workers must keep their hands and body away from the cutting saw/cable.
- The power supply must be disconnected when changing bits or conducting other maintenance on the equipment.
- Slippery conditions may exist in wet coring operations. Water needs to be controlled during cutting and proper safety toed footwear used to minimize slip potential.
- The dust created by the concrete coring needs to be controlled using the application of water or local exhaust ventilation (i.e., removing dust at the source) to reduce the amount of airborne dust generated. Contact the RHSM to determine if air monitoring/respiratory protection will be necessary. See also SOP HSE-511, *Crystalline Silica*.
- Use the Drilling Self-Assessment checklist to evaluate coring operations.

8.16 Concrete Saw Cutting

- Ensure operators are trained and familiar with the equipment are operating the saw. Operators must read and understand the Operators Manual(s) for the equipment that will be used.
- Inspect equipment to ensure it is in proper operating condition prior to use. Equipment damage or missing parts must be corrected prior to operation.
- Cutting blades shall be the correct size, installed properly, guarded at all times, and speed should not exceed the manufacturer's suggested operating speed.
- Workers shall use the correct blade for the job and inspect it for defects before each use.
- Saws shall be maintained and kept clean from dust build-up. Workers shall not push against the saw during operation to avoid the blade jumping out of the cutting path and loss of operator control.
- Inspect areas to be sawed to ensure there are no obstructions, for example rocks or other debris. Follow utility locate procedures prior to cutting.
- Personal protective equipment (PPE) saw use shall include hard hats, safety-toed boots, safety glasses and face shields, hearing protection, and leather gloves.
- The dust created by the concrete saw needs to be controlled using the application of water or local exhaust ventilation (i.e., removes dust at the source) to reduce the amount of airborne dust generated. Contact the RHSM to determine if air monitoring/respiratory protection will be necessary. See also SOP HSE-511, *Crystalline Silica*.
- If equipped, the power supply line (electric cord, pneumatic or hydraulic line) must be protected from damage and routed to prevent it becoming a tripping hazard. The power supply must be disconnected when changing blades or conducting other maintenance on the equipment.
- Ensure all utilities have been marked and located in accordance with the underground utilities section of this Handbook.
- Slippery conditions may exist in wet cutting operations. Water needs to be controlled during cutting and proper safety toed footwear used to minimize slip potential.

8.17 Confined Space Entry Activities

(Reference CH2M, SOP HSE-203, Permit Required Confined Space Entry)

OSHA and CH2M define a confined space as a space that has all of the following characteristics:

- Large enough to allow personnel to enter the space with their entire body;
- Limited openings for entry and exit; and
- Not designed for continuous human occupancy;

Examples of possible confined spaces include underground vaults, pipelines, ducts, tunnels, storage tanks, sewers, process vessels, and pits. Entry into a confined space is defined as breaking the plane of a confined space with any part of the body.

A Permit-required Confined Space (PRCS) is defined as a confined space that has one or more of the following characteristics:

-
- Contains or has the potential to contain a hazardous atmosphere
 - Contains a material that has the potential for engulfing an entrant
 - Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor that slopes downward and tapers to a smaller cross-section, or
 - Contains any other recognized serious safety or health hazard

In Canada, some individual Provinces have different definitions of confined spaces; refer to the specific Canadian Provincial code.

The following requirements apply when entering a permit-required confined space (PRCS), an Alternate Procedure Confined Space, or a PRCS reclassified as a non-permit confined space (NCS). Ensure the requirements in the referenced SOP are followed.

- Entrants, Attendants, and the Entry Supervisor shall have successfully completed Confined Space Entry training.
- The appropriate confined space entry permit shall be completed as outlined in CH2M SOP HSE-203, *Confined Space Entry*.
- The completed permit or certificate shall be posted for review near the space entrance point.
- The Entry Supervisor shall conduct a pre-entry briefing with all Authorized Entrants and Attendants prior to entry in accordance with SOP HSE-203.
- Entrants and Attendants shall verify that the Entry Supervisor has authorized entry and that all requirements of the permit or certificate have been satisfied prior to each entry.
- Atmospheric monitoring for oxygen, combustible gases, and potential toxic air contaminants shall be conducted at the frequency provided on the permit or certificate. Entry shall not be permitted if an atmospheric hazard is detected above acceptable safe levels. Atmospheric monitoring shall be performed in accordance with the Site Monitoring Section of the project safety plan and SOP HSE-203.
- Entrants shall evacuate the space upon orders of the Attendant or Entry Supervisor, when an alarm is sounded, or when a prohibited condition or dangerous situation is recognized.
- Entrants and Attendants shall inform the Entry Supervisor of any hazards confronted or created in the space, or any problems encountered during entry. The Entry Supervisor shall inform the owner of such issues.
- The Entry Supervisor shall provide a copy of the canceled permit or certificate to the SC for review and maintain it in the project file.
- Complete the self-assessment checklist for confined space entry whenever entries are being performed.

8.18 Cranes

(Reference CH2M SOP HSE-303, *Cranes*)

Below are the hazard controls and safe work practices to follow when working around or operating cranes. Ensure the requirements in the referenced SOP are followed.

- Crane operators are prohibited from using any wireless device while operating a crane. Equipment must be stopped before using devices such as two way radios or cell phones. If a wireless device is required for a certain operation, the PM and RHSM must authorize the wireless use on a case by case basis and make sure limitations are addressed in the project safety plan.

- Cranes shall be operated by a certified crane operator. After November 10, 2014, only operators possessing a certificate from a nationally accredited testing organization, an audited employer training program, or U.S. military, or state- or provincial-issuing agency will be authorized to operate cranes.
- The crane's operations manual and load chart specifically designed for the crane shall be in the crane at all times.
- The crane must have a current annual inspection to include load test certification (within the last 12 months) that meets all state and provincial and federal safety standards. Documentation of this inspection must be available for review.
- A competent person will inspect the crane daily to ensure it is in safe operating condition. The daily crane inspection log provided within the crane manufacturer's operations manual shall be used. See also the requirements for monthly inspections, among others, in SOP HSE-303.
- All rigging equipment must be inspected by a competent person prior to use for signs of excessive wear; equipment found to be damaged will be tagged and removed from service.
- A qualified and competent Assembly/Disassembly (A/D) Director shall be assigned when cranes must be assembled onsite. The A/D Director is responsible for ensuring the crane is assembled and disassembled according to manufacturer requirements; performing training for the A/D crew; and ensuring sufficient ground conditions exist for crane placement; among other responsibilities (see SOP HSE-303).
- The assembly/disassembly process must comply with requirements in HSE-303, including having an AHA for the task.
- A critical lift plan shall be prepared when the lift is estimated to be greater than 75 percent of the crane capacity or when two cranes will be used to make a lift.
- A pre-lift meeting will be conducted to include all parties involved in that day's crane operation.
- Only one qualified person shall be designated to signal the crane operator. This person shall be thoroughly familiar with the ANSI standard method of hand signals and an illustration of these signals shall be posted at the job site.
- No personnel shall be permitted under the load at any time.
- Tag lines shall be attached to every load being made by the crane.
- The swing radius of the rear rotating superstructure (counterweight) of the crane shall be barricaded and no entrance allowed.
- Suspended loads shall not pass over workers or occupied buildings at any time.
- Complete the self-assessment checklist for crane-suspended personnel platforms whenever they are being used.
- CH2M employees exposed to hazards posed by crane operations, must be trained in hazards awareness and control procedures. See requirements for training in HSE-303.

Power Line Safety

It must be determined whether equipment operations including assembly/disassembly, positioning, and crane operation (including traveling with a load) will occur in proximity to power lines within 20 feet (6.1 meters) for line voltage up to 350 kilo volts (kV), and within 50 feet (15.2 meters) for line voltage between 350 kV to 1000 kV. For power lines over 1000 kV, the distance must be determined by the utility/operator or qualified registered professional engineer in electrical power transmission and distribution.

If equipment operations are within proximity of aforementioned distances to power lines, one of the following options must be implemented to prevent encroachment and electrocution:

- Option 1: Deenergize and ground the power. Confirm from the utility/operator that the power line has been deenergized and visibly grounded at the worksite
- Option 2: If the voltage is not determined, ensure that no part of the equipment, load line, or load (including rigging and lifting accessories), gets closer than 20 feet (6.1m) by:
 - Conduct a planning meeting with the operator and other workers in the area to review the actions that will be taken to prevent encroachment and electrocution. Training requirements for working around energized power lines are described in Section 6.0, Training.
 - Use non-conductive tag lines.
 - Erect and maintain an elevated warning line, barricade or line of signs in view of the operator, either with flags or other high-visibility markings at 20 feet (1.6m) from the power line. A spotter must be used when the operator does not have clear line of sight to the elevated warning line.
 - To prevent encroachment, the operator can use a proximity alarm, or position a dedicated spotter with visual aids to demarcate the encroachment and constant communication access to the operator.

If the line voltage can be determined, and if any part of the equipment, line load or load (including rigging and lifting accessories) would encroach within that specified distance listed in Table 1, then the requirements listed in Option 2 must be implemented.

TABLE 1
Minimum Clearance Distances

Voltage (nominal, kV, alternating current)	Minimum Clearance – Feet (meters)
Up to 50	10
Over 50 to 200	15
Over 200 to 350	20
Over 350 to 500	25
Over 500 to 750	35
Over 750 to 1000	45
Over 1000	Established by the utility owner/operator or by a qualified registered professional engineer in electrical power transmission and distribution

For equipment traveling within 20 feet (6.1m), under or near power lines without a load, the clearance distances described in Table 2 must be maintained and the following actions implemented.

- A dedicated spotter is assigned during equipment travel, positioned to effectively gauge the clearance distance, and is in continuous communication with the operator.
- During equipment travel, the boom/mast and support system are sufficiently lowered to ensure clearance distances are maintained, along with taking into consideration of the effects of speed and terrain.

TABLE 2

Minimum Clearance Distances While Traveling With No Load

Voltage (nominal, kV, alternating current)	Minimum Clearance – Feet (meters)
Up to 0.75	4
Over 0.75 to 50	6
Over 50 to 345	10
Over 345 to 750	16
Over 750 to 1000	20
Over 1000	Established by the utility owner/operator or by a qualified registered professional engineer in electrical power transmission and distribution

8.19 Crystalline Silica

(Reference CH2M SOP HSE-511, Crystalline Silica)

Crystalline silica can be a hazard during concrete cutting, jackhammering, well completion, building demolition or using impact or rotary drills on concrete surfaces.

CH2M and its subcontractors shall control employee exposure to crystalline silica when exposures are at or above the ACGIH TLV and the OSHA action level of 0.025 mg/m³ by submitting for review and approval a crystalline silica exposure monitoring plan. The elements of an exposure monitoring plan include, but are not limited to the following:

- A bulk sample representative of the material to be demolished must be sent with the air monitoring sample media for analysis;
- Initial monitoring and personal air sampling must be conducted to determine the potential worker exposure to respirable crystalline silica;
- Real-time particulate monitors with a 10 micron respirable size fraction attachment may be used as part of the initial and ongoing monitoring plan to evaluate the potential worker exposure. This must include an action level established by their corporate or site health and safety professional and include actions required (e.g., implement engineering, administrative controls, respiratory protection);

Other exposure control measures include:

- Follow the engineering controls and PPE requirements for tasks called out under 29 CFR 1926.1153, Table 1 (e.g., use of jackhammers, walk behind or hand-held saws, hand-held and rig-mounted core saws or drills, among others);
- Workers shall use power tools with dust suppression controls such as a water spray or local exhaust ventilation connected to a HEPA vacuum system when cutting concrete;
- When using handheld and stand-mounted drills (including impact and rotary hammer drills) (e.g., for soil vapor probe installation):
 - Use a drill equipped with commercially available shroud or cowl with dust collection system
 - Operate and maintain tool in accordance with manufacturer's instructions to minimize dust emissions
 - The dust collector must provide the air flow recommended by the tool manufacturer, or greater, and have a filter with 99% or greater efficiency and a filter-cleaning mechanism

-
- Use a HEPA-filtered vacuum when cleaning holes

- Maintaining surfaces as clean as practicable to minimize accumulation of crystalline silica containing particulate material;
- Apply dust control products or water on dry, dusty roads or piles of materials;
- Utilize heavy equipment with pressurized cabs and HEPA filter systems;
- Clean surfaces with a HEPA-filter vacuum or equivalent method;
- Implement dust suppression during demolition;
- An area on the worksite must be designated to be free of crystalline silica for workers to consume food or beverages;
- Restricting access to the work area where crystalline silica exposure may exist to only those authorized to perform work or enter the area;
- Do not eat, drink, smoke, chew tobacco or gum, or apply cosmetics in these areas; and
- Respiratory protection and other exposure controls selection shall be based on the most recent exposure monitoring results obtained from the competent person.

8.20 Demolition

(Reference CH2M SOP HSE-305, *Demolition*)

This section is applicable to all forms of demolition. Demolition is defined as the removal or dismantling of structures or equipment by disassembly.

An engineering survey shall be completed prior to start of demolition operations. The survey shall determine the condition of the structure framing, floors, and walls; the presence of asbestos, polychlorinated biphenyls (PCBs), lead paint, or other regulated hazardous substances; the presence of hazardous materials in tanks, pipes, and equipment; and the possibility of unplanned collapse of any portion of the structure. Any adjacent structure where personnel may be exposed shall also be similarly evaluated. The survey shall be conducted by a competent person and a written record of the survey findings shall be maintained at the project site.

The demolition contractor working on this project will provide CH2M with a demolition safety plan prior to the start of work. CH2M will use this plan to verify that the subcontractor is implementing the necessary safety precautions during this activity. In addition, the following safety precautions shall be implemented by CH2M personnel. Below are the hazard controls and safe work practices to follow when working around or performing demolition. Ensure the requirements in the referenced SOP are followed.

- Appropriate warning and instructional safety signs shall be conspicuously posted where necessary.
- Fugitive dust must be controlled during demolition by using water spray or other methods.
- Remain a safe distance from the demolition zone to reduce exposure to fragmentation of glass, steel, masonry, and other debris during demolition operations.
- Do not enter the demolition zone unless completely necessary, and only after the competent person has assessed the condition of the structure and has authorized entry.
- Follow all requirements established by the competent person. The competent person shall inform personnel of the areas that are safe to enter and the areas where entry is prohibited. When possible, the competent person should escort CH2M personnel while in the demolition zone.
- All demolition activities that may affect the integrity of the structure or safety of personnel must cease until personnel have exited the demolition zone.

-
- During the course of demolition, work areas, passageways, stairs, ladders, and exits shall be kept free of demolition debris.
 - Stay as clear as possible of all hoisting operations. Loads shall not be hoisted overhead of personnel
 - Proper control measures shall be in place before welding or cutting on surfaces covered by coatings containing flammable or hazardous materials such as lead, cadmium, zinc, etc. Highly flammable or toxic coatings may require stripping of the coating a sufficient distance from the area to be heated. Welding and cutting shall be performed in accordance with the applicable governing provisions (e.g., in the US: OSHA 1926, Subpart J, “Welding and Cutting”; in Canada: provincial code, etc.). Follow “Welding and Cutting” SOP HSE-314.

The following lead-exposure-control procedures will be implemented during demolition operations involving potential exposure to lead:

- Site personnel will be provided lead-awareness training;
- Site personnel will be provided with hand-washing facilities and will wash their hands daily;
- An excavator equipped with hydraulic shears will be used only to cut painted wooden, concrete, and metal structures;
- Neither hand-held band/chop saws nor torch cutting equipment will be used on painted surfaces without proper PPE and engineering controls in place or removal of paint prior to cutting;
- During all demolition operations to control potential exposures to LBP, wet methods using water mist will be used;
- A direct-reading dust monitor will be used to monitor demolition operations that pose a potential lead-exposure hazard (that is, those with an action level requiring that additional dust control measures be employed and/or that respiratory protection be used.);
- Personal air samples will be collected and analyzed for lead to confirm that no personnel are exposed to levels above the lead action level of 30 micrograms per cubic meter ($\mu\text{g}/\text{m}^3$); and
- The selection of respiratory protection and other exposure controls will be based on the most recent exposure monitoring results obtained from the lead-exposure-competent person.
- For more information see CH2M SOP HSE-508, Lead.

8.21 Diving

(Reference CH2M’s Commercial Diving Manual)

Diving operations must be conducted in accordance with the CH2M Commercial Diving Safe Practices Manual. Requirements in the manual include:

- Dive team members must have the experience and/or training in the use of tools, equipment and systems relevant to assigned tasks; techniques of the assigned diving mode; diving operations; and emergency procedures;
- Dive team members must be trained in cardiopulmonary resuscitation and standard first aid;
- Dive team members who are exposed to or control the exposure of others to hyperbaric conditions shall be trained in diving-related physics and physiology; and
- A “designated person-in-charge” must be at the dive location and in charge of all aspects of the diving operation affecting the safety and health of dive team members. The designated person-in-charge shall have experience and training in the conduct of the assigned diving operation.

8.22 Drilling Safety

(Reference CH2M SOP HSE-204, *Drilling*)

Below are the hazard controls and safe work practices to follow when working around or performing drilling. Ensure the requirements in the referenced SOP are followed.

- When considering drilling at sites with nearby monitoring wells, particularly in cases where drilling methods utilize pressurized fluids (air or water), consider the potential risk of hydraulic communication between the drilling location and the adjacent wells and/or other subsurface conduits.
- The drill rig is not to be operated in inclement weather.
- The driller is to verify that the rig is properly leveled and stabilized before raising the mast.
- Personnel should be cleared from the sides and rear of the rig before the mast is raised.
- The driller is not to drive the rig with the mast in the raised position.
- The driller must check for overhead power lines before raising the mast. Maintain a minimum distance of 10 feet (3 meters) between mast and overhead lines (<50 kV) and an additional 0.4 inches for every 1 kV over 50kV. Verify the voltage of nearby overhead power lines to determine the minimum distance.
- If the project site is suspected of munitions or explosives of concern (MEC) contamination, requirements of the *Explosives Usage and Munitions Response (MR)* SOP HSE-610 shall be followed. MECs include material potentially presenting an explosive hazard (MPPEH), discarded military munitions, materials that present a potential explosive hazard, chemical warfare materials, munitions constituents, and contaminated soil or groundwater. "Down-hole" avoidance support may be required to prevent accidental contact with MPPEH. Safety requirements will be based on the risk assessment identified within the MR (safety) ORE (Opportunity Risk Evaluation).
- All drilling sites must be evaluated for potential contamination by consulting with the client, reviewing historic data related to properties' past owners and uses, prior investigation reports or through vendor services.
- If unexpected contamination is discovered during drilling operations, all activities must immediately stop and the CH2M Safety Coordinator or Project Manager shall be immediately notified. Work shall not recommence until authorized by the CH2M Project Manager.
- If contamination is suspected or confirmed at the drilling site, the following must be implemented:
 - The standard hazardous materials/hazardous waste clause is included in our contract with the client and in our subcontract agreements
 - The drilling subcontract work plans address appropriate disclosure of potential contamination, any required training (e.g., HAZWOPER) and the requirement to plan for unexpected contamination. The subcontractor work plan and submittals are reviewed for appropriate licenses, certifications, permits, training, sampling and analytical, waste characterization, and waste management, including accumulation, transport and disposal.
- Personnel should stand clear before rig startup.
- The driller is to verify that the rig is in neutral when the operator is not at the controls.
- Become familiar with the hazards associated with the drilling method used (cable tool, air rotary, hollow-stem auger, etc.).
- Do not wear loose-fitting clothing, watches, etc., that could get caught in moving parts.
- Do not smoke or permit other spark-producing equipment around the drill rig.

- The drill rig must be equipped with a kill wire or switch, and all personnel are to be informed of its location.
- Be aware and stand clear of heavy objects that are hoisted overhead. Ensure any components subject to load bearing are rated and not shop-made.
- The driller is to verify that the rig is properly maintained in accordance with the drilling company's maintenance program.
- The driller is to verify that all machine guards are in place while the rig is in operation.
- The driller is responsible for housekeeping (maintaining a clean work area).
- The drill rig should be equipped with at least one fire extinguisher.
- If the drill rig comes into contact with electrical wires and becomes electrically energized, do not touch any part of the rig or any person in contact with the rig, and stay as far away as possible. Notify emergency personnel immediately.
- Use the drilling self-assessment checklist to evaluate drilling operations.

8.22.1 Air Rotary Drilling

- When a hydraulic communication hazard may exist, do not perform work at an adjacent structure or conduit when drilling, and be mindful of potential line-of-fire hazards. Evaluate the possibility of:
 - Increasing the distance between the proposed drilling site and the existing structure(s);
 - Abandon the adjacent structure(s)/conduit(s);
 - Consider use of an alternative drilling technology that minimizes propagation of pressures in the borehole to the adjacent formation (e.g., casing methods, continuous override methods, rotosonic); and
 - Ensure that hydraulic communication risks are addressed in your AHA or AHA/EIA.
- If drilling near a previously installed well, remove or loosen the well cap of that well to relieve pressure that may build during drilling.
- Stay clear of nearby wells that aren't protected by a secured steel casing/monument as a steel casing should provide protection from the inner well in the event of a pressure buildup.
- When opening a well in the vicinity of where air rotary drilling is being performed, or when opening a newly installed well via air rotary methods, remove the cap slowly to relieve pressure, keeping your head away from the line of fire in case the cap does pop off.

8.22.2 Cold Weather Drilling

- When possible, secure a tarp or plastic sheeting on the ground of the drilling work area overnight to reduce buildup of ice/snow.
- Place non-slip pads near work area and clean off regularly.
- Keep the drilling area clear of soil or cuttings at the surface, especially if soil is very wet, to prevent freezing and slipping/tripping hazards.
- Work at a slower pace to avoid slips
- Evaluate alternate methods for extreme conditions with PM/HSM.

8.23 Drum and Portable Tank Handling

Below are the hazard controls and safe work practices to follow when overseeing the movement of drums or when handling drums:

- Ensure that personnel are trained in proper lifting and moving techniques to prevent back injuries;
- Ensure drum or tank bungs and lids are secured and are labeled prior to moving;
- Ensure that drums and tanks remain covered except when removing or adding material or waste. Covers and/or lids will be properly secured at the end of each workday;
- Provide equipment to keep the operator removed from the drums to lessen the likelihood of injury. Such equipment might include: a drum grappler attached to a hydraulic excavator; a small front-end loader, which can be either loaded manually or equipped with a bucket sling; a rough terrain forklift; Roller conveyor equipped with solid rollers; drum carts designed specifically for drum handling;
- Make sure the vehicle selected has sufficient rated load capacity to handle the anticipated loads, and make sure the vehicle can operate smoothly on the available road surface;
- Ensure there are appropriately designed Plexiglas cab shields on loaders, backhoes, etc., when handling drums containing potentially explosive materials;
- Equipment cabs should be supplied with fire extinguishers, and should be air-conditioned to increase operator efficiency;
- Supply operators with appropriate respiratory protective equipment when needed;
- Ensure that drums are secure and are not in the operator's view of the roadway;
- Prior to handling, all personnel should be warned about hazards of handling;
- Before moving anything, determine the most appropriate sequence in which the various drums, portable tanks, and other containers should be moved (e.g., small containers may have to be removed first to permit heavy equipment to enter and move the drums;
- Overpack drums and an adequate volume of absorbent should be kept near areas where minor spills may occur;
- Use containers or overpacks that are compatible with the waste or materials;
- Drums containing liquids or hazardous waste will be provided with secondary containment and may not be located near a storm water inlet or conveyance;
- Allow enough aisle space between drum pallets and between drums and other equipment that the drums can be easily accessed (at least 2 to 3 feet) by fire control equipment and similar equipment.; and
- Make sure that a spill kit is available in drum or tank storage areas (or where liquids are transferred from one vessel to another).

8.24 Drum Sampling Safety

Personnel are permitted to handle and/or sample drums containing certain types of waste (drilling waste, investigation-derived waste, and waste from known sources) only. Handling or sampling drums with unknown contents requires a plan revision or amendment approved by the RHSM. The following control measures will be taken when sampling drums:

- Minimize transportation of drums;
- Sample only labeled drums or drums from a known waste stream;

-
- Do not sample bulging or swollen drums. Contact the RHSM;
 - If drums contain, or potentially contain, flammable materials, use non-sparking tools to open;
 - Use the proper tools to open and seal drums;
 - Reseal bung holes or plugs whenever possible;
 - Avoid mixing incompatible drum contents;
 - Sample drums without leaning over the drum opening;
 - Transfer/sample the content of drums using a method that minimizes contact with material;
 - Use the PPE and perform air monitoring as specified in the PPE and Site Monitoring sections of the project safety plan;
 - Take precautions to prevent contaminated media from contacting the floor or ground, such as having plastic under the sampling area, having a spill kit accessible during sampling activities; and
 - If transferring/sampling drums containing flammable or combustible liquids, drums and liquid transfer equipment should be grounded and bonded to reduce the potential of a static discharge.

8.25 Dust

Fugitive dust must be controlled on construction projects to reduce generation of particulate matter.

- **General Dust Control** – Frequent application of water is needed to sufficiently control dust during general soil work and leveling. The amount of water will vary, depending on the weather and soil conditions, from none to several applications per day. Water application in advance of soil work and during off-hours is recommended to allow for soaking. Dust control measures should be used for storage piles and disturbed soils at a construction site. Water, dust palliatives, vegetative cover, use wind fences, tarps, or three-sided enclosures are dust control measures that may be applied.
- **Traffic on Unpaved Roads** – Water should be applied to unpaved roads as needed to control dust when traffic is present. Speed limits should be established at construction sites, and traffic and parking should be restricted to areas away from receptors (those who would be bothered by dust).
- **Trenching** – Areas should be presoaked before trenching. Water should be sprayed during trenching, and, if used, the discharge conveyor or chute should be lowered to minimize free-fall from the discharge point.
- **Transporting** – Spillage onto public roads should be prevented or cleaned up at least daily. Vehicles should have a freeboard, and the load should be covered or wetted to control dust. Spills and leaks from trailers and earthmovers onto public roads should be prevented by keeping containers leak-tight. Soil from the exterior surfaces of transport vehicles should be removed prior to leaving a work site.

8.26 Earthmoving/Heavy Equipment

(Reference CH2M, SOP HSE-306, *Earthmoving Equipment*)

Below are the hazard controls and safe work practices to follow when working around or operating heavy equipment. Ensure the requirements in the referenced SOP are followed.

- CH2M authorizes only those employees qualified by training or previous experience to operate material handling equipment.
- CH2M employees must be evaluated prior to operating earthmoving equipment by a CH2M earthmoving equipment operator evaluation designated person. This evaluation will be documented according to SOP HSE-306, Earthmoving Equipment.

-
- Heavy equipment operators are prohibited from using any wireless device while operating equipment. Equipment must be stopped before using devices such as two way radios or cell phones. If a wireless device is required for a certain operation, the PM and RHSM must authorize the wireless use on a case by case basis and make sure limitations are addressed in the project safety plan.
 - Equipment must be checked at the beginning of each shift to ensure the equipment is in safe operating condition and free of apparent damage. The check should include: service brakes, parking brakes, emergency brakes, tires, horn, back-up alarm, steering mechanism, coupling devices, seat belts and operating controls. All defects shall be corrected before the equipment is placed in service. Documentation of this inspection must be maintained onsite at all times (use the Earthmoving Equipment Inspection form if operated by CH2M).
 - Equipment must be on a stable foundation such as solid ground or cribbing; outriggers are to be fully extended.
 - Equipment must not be used to lift personnel; loads must not be lifted over the heads of personnel.
 - Equipment, or parts thereof, which are suspended must be substantially blocked or cribbed to prevent shifting before personnel are permitted to work under or between them. All controls shall be in a neutral position, with the motors stopped and brakes set.
 - Equipment which is operating in reverse must have a reverse signal alarm distinguishable from the surrounding noise or a signal person when the operators view is obstructed.
 - When equipment is used near energized power lines, the closest part of the equipment must be at least 10 feet (3 meters) from the power lines less than 50 kilovolts (kV). Provide an additional 4 feet (1.2 meters) for every 10 kV over 50 kV. A person must be designated to observe clearances and give timely warning for all operations where it is difficult for the operator to maintain the desired clearance by visual means. All overhead power lines must be considered to be an energized until the electrical utility authorities indicate that it is not an energized line and it has been visibly grounded.
 - Underground utility lines must be located before excavation begins; refer to the Utilities (underground) section.
 - Operators loading and unloading from vehicles are responsible for seeing that vehicle drivers are in the vehicle cab or in a safe area.
 - The parking brake shall be set whenever equipment is parked; wheels must be chocked when parked on inclines.
 - When not in operation, the blade or bucket must be blocked or grounded; the master clutch must be disengaged when the operator leaves the cab. When equipment is unattended, power must be shut off, brakes set, blades or buckets landed and shift lever in neutral.

8.26 Elemental Sulphur

- Do not enter regulated work area unless training, medical monitoring and PPE requirements established by the competent person have been met.
- Do not eat, drink, smoke, chew tobacco or gum or apply cosmetics in regulated areas.
- Respiratory protection and other exposure controls selection shall be based on the most recent exposure monitoring results obtained from the competent person.
- Exposure to elemental sulphur dust may irritate eyes, skin and respiratory tract.
- Avoid breathing dust and keep clothing from dust as possible.

- If dusty conditions, wear dust mask, safety goggles and Tyvek.

8.27 Energized Electrical Work

(Reference CH2M SOP HSE-221, *Energized Electrical*)

All electrical systems shall be considered energized unless lockout/tagout procedures are implemented and zero energy verified in accordance with the Lockout/Tagout section of this Handbook.

Energized electrical work is defined as work performed on or near energized electrical systems or equipment with exposed components operating at 50 volts AC (or 100 volts DC) or greater. Working near energized live parts is any activity inside a Limited Approach Boundary.

Evaluate the use remote testing device for troubleshooting (e.g., Fluke 233 Remote Display Multimeter or equivalent). This type of testing device eliminates the exposure to unprotected energized electrical parts.

Electrical wiring and equipment shall be de-energized prior to conducting work unless it can be demonstrated that de-energizing introduces additional or increased hazards or is unfeasible due to equipment design or operational limitations. When energized electrical work is the only means that work can be performed (e.g., for voltage testing or troubleshooting), all requirements of SOP HSE-221 must be implemented including the following:

- Only qualified personnel are permitted to work on unprotected energized electrical systems. To be a CH2M qualified person, an employee must meet all of the following bulleted requirements:
 - The employee must be assigned one of the two worker categories and up-to-date on the requirements:
 - Energized Electrical Trained Worker Limited (EETW-L) which is restricted to working on electrical systems 480 VAC and below or working in the Limited Approach Boundary of systems that have a designated Arc Flash PPE Category of ≤ 2 , which **does not** require First Aid/CPR or AED training or the buddy system.
 - Energized Electrical Trained Worker (EETW) allows individuals to work on equipment rated at Arc Flash PPE category 2, which requires the individual to complete First Aid/CPR or AED, and implement the buddy system.
 - Possess credentials, electrical educations, training and task specific knowledge, experience and capability (i.e., a qualified person may be qualified for one type of system or task, but not another).
 - Attachment 4 of the Energized Electrical SOP, “Energized Electrical Qualified Person Assessment” must be completed annually by the RHSM or applicable operations lead/supervisor which requires a skill demonstration performed by the qualified person while wearing the necessary PPE and using the required tools. This form must be submitted to the SPA and maintained with the project files.
 - Employees shall complete the CH2M energized electrical refresher safety training every 3 years.
 - First Aid/CPR and AED training (EETW only), release of victim, completed annually (Release of victim refresher available on the VO). For annual the First Aid, CPR and AED requirement, an employee may retake the course through a certified provider (including local organizations), conduct a drill where CPR and AED skills are demonstrated, or complete the American Red Cross CPR/AED Refresher course.
- If CH2M personnel are only overseeing a qualified subcontractor performing energized electrical work and not entering the Limited Approach Boundary or tasked to perform troubleshooting near unprotected energized parts, then the ‘2015 NFPA 70E Awareness for Oversight of Work’ VO training is required (i.e., the above training requirements would not apply).

-
- The client sector HSE Lead must approve any energized electrical work that is above an Arc Flash PPE Category 2 or an incident energy greater than 8 calories/cm².
 - An Electrical Hazard Analysis must be performed to identify energized electrical safe work practices before any person approaches exposed live parts within the Limited Approach Boundary (as determined by the shock hazard analysis), by performing both shock hazard analysis and flash hazard analysis, which comprise the electrical analysis.
 - The Energized Electrical Work Permit must be completed prior to working on unprotected energized electrical systems.
 - Provisions for first responder equipment, such as a first aid kit, AED, communication devices, and non-conductive release equipment (when disconnect means is not in the immediate vicinity of the work) shall be made available. If an AED is available at the host employer's facility, the location of the AED must be determined and personnel trained in its use.
 - CH2M employees designated as qualified persons working on live parts of energized electrical systems 480 volts and above shall implement the buddy system. This means that two EEQPs must be engaged in this work. Working on live parts of energized electrical systems 480 volts and above means actual contact with live parts or working within the Prohibited Approach Boundary, which is one inch (2.54 cm) for 480 volt systems.
 - The buddy system requires the presence of an additional EEQP who shall stand by and render assistance, or summon help for the first person, in the event the first person is inadvertently shocked while performing the work. The second person shall not be assigned to additional distracting duties or tasks while the energized electrical work is being performed and shall know the location of the isolation device(s) for the equipment being worked on.
 - Workers designated as qualified persons shall wear the required electric shock and arc-flash PPE, as specified by the qualified person responsible for the energized electrical operations.
 - Safety signs, safety symbols or incident prevention tags, meeting applicable American National Standards Institute (ANSI) Standards, shall be used where necessary to warn employees about electrical hazards.
 - Barricades shall be used in conjunction with safety signs where it is necessary to prevent or limit employee access to work areas containing live parts. Conductive barricades shall not be used where it may cause an electrical hazard. Barricades shall be placed no closer than the Limited Approach Boundary.
 - If signs and barricades do not provide sufficient warning and protection from electrical hazards, an attendant shall be stationed to warn and protect unqualified employees. The primary duty and responsibility of an attendant providing manual signaling and alerting shall be to keep unqualified employees outside a work area where the unqualified employee might be exposed to electrical hazards. An attendant shall remain in the area as long as there is a potential for employees to be exposed to the electrical hazards.
 - Employees shall not perform tasks near exposed energized parts where lack of illumination or an obstruction precludes observation of the work. Employees shall not reach blindly into areas that may contain energized parts.
 - Work shall be performed in accordance with National Fire Protection Association (NFPA) 70E requirements (2015 edition).
 - Follow all control measures and procedures identified on the Energized Electrical Work Permit and the AHA. Complete the self-assessment checklist for energized electrical work.

8.28 Electrofishing Safety

Below are the hazard controls and safe work practices to be followed when overseeing or performing electrofishing.

- At least one member of the crew must have current first aid and CPR cards.
- Make sure every member of your crew knows where the nearest hospital is and how to get there or where to go to get help.
- All members of the crew shall have completed an electrofishing safety course.
- Before loading up equipment and heading into the field, make sure every member of the crew know the evacuation routes in case of an accident.
- Check the equipment for damaged or missing parts and for proper operation. Never use an electrofisher that is in poor condition or not working correctly as it can present a severe shock hazard.
- Check the cathodes cable for wear and burrs that may cause injury or tear holes in protective clothing. Check the insulation for damage. Replace the cathode as necessary.
- Check the anode pole for cracks in the fiberglass and handle assembly. Replace as necessary.
- Check the curl cord for cracks and abrasion. Do not use a cracked pole or a pole with a damaged curl cord.
- Check your boots and high voltage gloves for holes. Boots and gloves must be water tight without any holes. Repair as necessary.
- If you are using chest waders you should use a wading belt. A wading belt around your chest will trap air in your waders if you step or fall into a hole.
- Check all batteries for damage. Never use a damaged battery as the gelled electrolyte in these batteries is a strong acid and can cause severe chemical burns and damage clothing and the electrofisher.
- Use only dip nets with non-conductive handles. Never use an anode as a net, as it is extremely dangerous to other members of the crew and can cause severe injury to any fish caught with it.
- Never electrofish alone.
- Never electrofish if you are tired.
- Use only dip nets with insulated handles.
- Wear lineman's gloves, rated 5,000V minimum.
- Never try to reach into deeper pools with the electrodes. If you can't safely wade in an area it cannot be electrofished with a backpack electrofisher.
- Only one person on a crew can order the power for the electrofisher to be turned on, and that person is the crew leader. The crew leader is responsible for the safety of everyone on the crew.
- Any member of the crew can call for or turn off the power to the electrofisher.
- If an accident occurs, stop electrofishing and turn off the power to the unit. The person wearing the backpack unit should leave the water and take the unit to shore. The remaining members of the crew should help or attend to the accident victim. Get help for the injured person if necessary. Evaluate what happened and make the necessary procedural or equipment changes before proceeding.
- Never electrofish with spectators on shore. Electric fields can travel large distances through buried pipes, metal culverts, and metal sheet piling. If spectators show up during electrofishing, stop the operation and go

explain what you are doing. Explain the risks to them being there and ask them to please leave for their own safety. If they refuse to leave, stop electrofishing, load your equipment and leave the area.

8.28.1 Safe Fishing

Electrofishing equipment uses voltages and currents that can be lethal to humans. The operators must always keep in mind that the chance of receiving an electrical shock is multiplied in or near water. Using an electrofisher is like using a firearm: if used properly and with good judgment it is perfectly safe; lose respect for it and you can lose your life.

Electrical equipment used in a moist field environment is always subject to deterioration that could lead to dangerous electrical shock. Field equipment is also subjected to vibration and impact during transporting and while in operation. Often equipment shared by different crews does not receive proper maintenance or a complete checkout. Follow the safety guidelines, and use good common sense to handle unforeseen circumstances.

All personnel involved in electrofishing should be taught the fundamentals of electricity, and have an understanding of the safety requirements.

8.28.2 Electrical Shock

It is the current that passes through the human body that does the damage. The voltage is relevant, because it is the force that “pushes” the current through the body. Experiments show that 20 to 500 HZ AC current is more dangerous than DC, or higher frequencies of AC.

The voltage used by electrofishing gear cause death by one of the following three means:

Ventricular Fibrillation – is uncoordinated contraction of the muscles of the heart. The heart quivers rather than beats. Electrical current through the chest can cause this condition,. Once a person goes into ventricular fibrillation, the only way to stop the quivering is to use a defibrillator that applies a pulse shock to the chest to restore heart rhythm. Cardiopulmonary resuscitation may help to keep a victim alive until he can be defibrillated.

Respiratory Arrest – The respiratory center is at the base of the skull. Thus, shock to the head can cause the breathing to stop. Artificial respiratory by the mouth-to-mouth method should be used in this case.

Asphyxia – is caused by contraction of the chest muscles. When current is above a certain level, a person cannot let go of an electrically hot wire. Currents above this level may not cause ventricular fibrillation, but may be enough to cause contraction of the chest muscles. If the current is not stopped, or the victim is not removed from the point of electrical contact, asphyxia will result. Artificial respiration or cardiopulmonary resuscitation may be necessary.

8.28.3 Preventing Electrical Shock

Electricity needs to have a complete electrical circuit in order for current to flow. The only way that you can get shocked is if you become the electrical conductor to complete the circuit. The current flows from the cathode to the anode through the water. The water is the electrical conductor. If you touched both the anode and the cathode you would become an electrical conductor and complete the circuit path and get a severe electrical shock. If you were to touch only one of the electrodes, you would not complete the electrical circuit and not get shocked.

WARNING: Touching any electrode is not recommended. Unless all conductive objects you come into contact with are connected to the same electrode, you will be shocked to find a current path that is not obvious, (e.g., the water or the boat).

Preventing electrical shock means preventing electrical current from entering and flowing through parts of the body. The skin is a partial but variable barrier, because it offers resistance to the passage of electrical current. Tough skin has more resistance than tender skin, and dry skin more than wet skin. But tough dry skin alone does not offer enough protection for electrofishing. Rubber lineman's gloves, rated 5,000V minimum should always be worn.

Even while wearing rubber gloves and waders, never touch an electrode while the circuit is energized. Do not work on electrical system while the generator is running. Do not enter the water while the current is on during boom shocking operations.

A severe electrical shock from electrofishing gear may result in the need for artificial respiration; therefore it is imperative that no one ever works alone.

8.28.4 Backpack Safety

- Before each operation, check that the frame emergency release is in working order and check that the tilt switch shuts off power if the unit is tipped more than 55 degrees forward.
- Wear hip boots or chest-high waders, with non-skid soles.
- Wear polarized sunglasses to help you detect sub-surface hazards and obstacles. Beware of turbid water that can hide unseen subsurface obstacles and sudden drop-offs.
- Shut off your electrofisher before entering or leaving a stream.
- Do not operate an anode pole when carrying a backpack unit weighing more than 20 pounds (9 kg) when in hazardous conditions.
- If you get water in your boots, waders, or gloves, stop work immediately and get dry clothing.
- Operate slowly and carefully. Footing in most streams is poor, and most falls often occur when operators are in a hurry.

8.29 Excavation Activities

(Reference CH2M SOP HSE-307, Excavation and Trenching Safety)

The requirements in this section shall be followed whenever excavation is being performed. Refer to the Earthmoving Equipment section and SOP for additional requirements applicable to operating/oversight of earthmoving equipment. Below are the hazard controls and safe work practices to follow when working around or performing excavation. Ensure the requirements in the referenced SOP are followed.

- Locate underground utilities such as electric, fuel, water, cable, sewer and underground storage tanks before excavating.
- Check with the client to determine if a "dig permit" is required for this project.
- Evaluate the presence of wetlands, endangered species, or cultural/historic resources through field delineation and/or maps prior to excavation as discussed in the previous sections.
- If required, obtain a waste discharge permit or National Pollutant Discharge Elimination System (NPDES) permit for water discharged during excavation dewatering. Refer to Wastewater Management for more information.
- Soil suspected to be contaminated should be sampled and analyzed for characterization prior to excavation.
- Fill material may require a clean fill certification.

- If the project site is suspected of munitions or explosives of concern (MEC) contamination, requirements of the *Explosives Usage and Munitions Response (MR)* SOP HSE-610 shall be followed. MECs include material potentially presenting an explosive hazard (MPPEH), discarded military munitions, materials that present a potential explosive hazard, chemical warfare materials, munitions constituents, and contaminated soil or groundwater. “Down-hole” avoidance support may be required to prevent accidental contact with MPPEH. Safety requirements will be based on the risk assessment identified within the MR (safety) ORE (Opportunity Risk Evaluation).
- Do not enter the excavations unless completely necessary, and only after the excavation competent person has completed their daily inspection and has authorized entry. An inspection shall be conducted by the competent person prior to the start of work, as needed throughout the shift, after every rainstorm, and after any hazard increasing occurrence. Documentation of the inspection must be maintained onsite at all times.
- Follow all excavation entry requirements established by the excavation competent person and any excavation permit being used.
- Sloping, benching, shoring, shielding, or other protective systems are required to protect personnel from cave-ins except when the excavation is made entirely in stable rock or is less than 5 feet deep (1.5 meters) and there is no indication of possible cave-in, as determined by the excavation competent person. Protective systems for excavations deeper than 20 feet (6.1 meters) must be designed or approved by a registered professional engineer.
- Trenches greater than 4 feet (1.2 meters) deep shall be provided with a ladder, stairway, or ramp positioned so that the maximum lateral travel distance is no more than 25 feet (7.6 meters).
- The atmosphere of excavations greater than 4 feet (1.2 meters) deep shall be tested prior to entry when a hazardous atmosphere exists or could reasonably be expected to exist, such as excavating landfills, hazardous waste dumps; or areas containing sewer or gas utility systems, petroleum distillates, or areas where hazardous substances are stored nearby.
- Spoil piles, material, and equipment must be kept at least 2 feet (61 centimeters) from the edge of the excavation, or a retaining device must be used to prevent the material from falling into the excavation.
- Excavations shall not be entered when:
 - Protective systems are damaged or unstable;
 - Objects or structures above the work location may become unstable and fall into the excavation;
 - The potential for a hazardous atmosphere exists, unless the air has been tested and found to be at safe levels; or
 - Accumulated water exists in the excavation, unless precautions have been taken to prevent excavation cave-in.
- The excavation self-assessment checklist shall be used to evaluate excavations prior to entry.

Excavation Operations

Refer to the Excavation Entry section when entering excavations controlled by other parties. When CH2M performs the excavating, a CH2M excavation competent person will oversee all excavation operations and entry into excavations. The competent person shall:

- Complete the CH2M Excavation Permit to ensure HSE requirements have been satisfied during excavation activities;

-
- Complete the CH2M Daily Excavation Inspection Checklist to ensure HSE requirements have been satisfied, document that an inspection has been conducted, and to authorize entry into the excavation. A new Checklist shall be completed each day, authorizing excavation entry. Inspections should be continued as needed throughout the work shift, and after any event that could increase the potential for cave-in (e.g., rainfall); and
 - Conduct daily safety briefings prior to excavation entry.

8.30 Fall Protection Activities

(Reference CH2M, SOP HSE-308, *Fall Protection*)

Below are the hazard controls and safe work practices to follow when personnel or subcontractors are exposed to unprotected heights. Ensure the requirements in the referenced SOP are followed.

- Fall protection systems must be used to eliminate fall hazards when performing construction activities at a height of 6 feet (1.8 meters) or greater and when performing general industry activities at a height of 4 feet (1.2 meters) or greater.
- CH2M staff exposed to fall hazards must complete initial fall protection training by completing either the CH2M 10-Hour Construction Safety Awareness training course or the Fall Protection computer-based training module. Staff must also and receive project-specific fall protection training using the fall protection evaluation form attached to the project safety plan. Staff shall not use fall protection systems for which they have not been trained.
- The SC or designee must complete the Project Fall Protection Evaluation Form and provide project-specific fall protection training to all CH2M staff exposed to fall hazards.
- The company responsible for the fall protection system shall provide a fall protection competent person to inspect and oversee the use of fall protection system. CH2M staff shall be aware of and follow all requirements established by the fall protection competent person for the use and limitation of the fall protection system.
- When CH2M designs or installs fall protection systems, staff shall be qualified as fall protection competent persons or work directly under the supervision of a CH2M fall protection competent person.
- When horizontal lifelines are used, the company responsible for the lifeline system shall provide a fall protection qualified person to oversee the design, installation, and use of the horizontal lifeline.
- Inspect personal fall arrest system components prior to each use. Do not use damaged fall protection system components at any time, or for any reason. Fall protection equipment and components shall be used only to protect against falls, not to hoist materials. Personal fall arrest systems that have been subjected to impact loading shall not be used. SC shall periodically inspect CH2M fall protection equipment using the Fall Protection Inspection Log form.
- Personal fall arrest systems shall be configured so that individuals can neither free-fall more than 6 feet (1.8 meters) or contact any lower level.
- Only attach personal fall arrest systems to anchorage points capable of supporting at least 5,000 pounds (2,268 kg). Do not attach personal fall arrest systems to guardrail systems or hoists.
- Rescue support shall be provided when personnel are not capable of rescuing themselves in the event of a fall. The emergency rescue requirements will be included in the Activity Hazard Analysis (AHA) for associated task(s) requiring the fall arrest system.

-
- Remain within the guardrail system when provided. Leaning over or stepping across a guardrail system is not permitted. Do not stand on objects (boxes, buckets, bricks, blocks, etc.) or ladders to increase working height on top of platforms protected by guardrails.
 - Only one person shall be simultaneously attached to a vertical lifeline and shall also be attached to a separate independent lifeline.

8.31 Flight Line Safety

Always assume that the airfield is active. An active airfield means there is the possibility, even if an area is “closed”, that aircraft or other vehicles will need access on or through a work area. There is always the potential for an incursion. If in an area of the airfield where radio contact with the control tower is required, the potential for miscommunication exists. Any mistake in communication has the potential to cause a problem with Air Operations. When maneuvering on the airfield, there are fuel trucks, helicopter rotors, jet blast, etc., all of which are potential hazards for workers. Pilots of aircraft do not expect workers to be on the airfield. If equipment is not properly marked, it may go unnoticed by pilots and present the potential for an incursion.

An aircraft always has the right of way. When working in a confined area that is “closed” to traffic, outline the work area with traffic cones or barricades that will provide a warning to other airfield traffic. This will also serve to keep vehicles from running through wet paint. Have one person designated as the point of contact who will be responsible for monitoring the radio and communicating with the control tower. That person shall be properly trained in the use of the radio, and check in daily with Air Operations to confirm work areas. Properly train workers to be aware of airfield operations going on around them, to give way to all moving aircraft, to allow great distances from aircraft, parked or running, when maneuvering on airfield.

It is inherent upon the contractor to be visible to everyone operating on the airfield. Orange and white checkered flags, flashing amber beacons, cones and/or barricades should be in good condition and clearly visible.

Speed limits on airfield area are enforced. Speed limits on an airfield are very low relative to speeds on the roads. Speeding on the airfield can lead to a possible incursion. Restricted areas, particularly on a military installation, must be strictly enforced. They are usually outlined with a red line and often have certain “Entry Control Points” painted along the red line where entry into the area is permitted. Entry into the restricted area without permission may subject the workers to arrest.

There are safety areas around runways on the airfield. All equipment and materials must be stored behind these areas. If a crew working on the runway is instructed to clear the runway, all workers and equipment must be moved beyond the safety area until given clearance by the control tower to return to the runway.

8.32 Forklift Operations

(Reference CH2M, SOP HSE-309, *Forklifts*)

Below are the hazard controls and safe work practices to follow when working around or operating forklifts. Ensure the requirements in the referenced SOP are followed.

- Forklift operators are prohibited from using any wireless device while operating forklifts. If a wireless device is required for a certain operation, the PM and RHSM must authorize the wireless use on a case by case basis and make sure limitations are addressed in the project safety plan.
- A rated lifting capacity must be posted in a location readily visible to the operator.
- A forklift truck must not be used to elevate employees unless a platform with guardrails, a back guard, and a kill switch is provided on the vehicle. When guardrails are not possible, fall arrest protection is required.
- The subcontractor operating the forklift must post and enforce a set of operating rules for forklift trucks.
- Only certified forklift operators shall operate forklifts.

-
- Stunt driving and horseplay are prohibited.
 - Employees must not ride on the forks.
 - Employees must never be permitted under the forks (unless forks are blocked).
 - The driver must inspect the forklift once a shift and document this inspection.
 - The operator must look in the direction of travel and must not move the vehicle until all persons are clear of the vehicle.
 - Forks must be carried as low as possible.
 - The operator must lower the forks, shut off the engine, and set the brakes (or block the wheels) before leaving the forklift operator's position unless maintenance or safety inspections require the forklift to be running.
 - Trucks must be blocked and have brakes set when forklifts are driven onto their beds.
 - Extreme care must be taken when tilting elevated loads.
 - Every forklift must have operable brakes capable of safely stopping it when fully loaded.
 - Forklifts must have parking brakes and an operable horn.
 - When the operator is exposed to possible falling objects, industrial trucks must be equipped with overhead protection (canopy).
 - If using certified CH2M forklift operators—forklifts must be inspected and documented daily using the forklift inspection form.

8.33 Groundwater Sampling/Water Level Measurements

Below are the hazard controls and safe work practices to follow when personnel or subcontractors are performing groundwater sampling and/or water level measurements.

- Full coolers are heavy. Plan in advance to have two people available at the end of the sampling effort to load full coolers into vehicles. If two people won't be available use several smaller coolers instead of fewer large ones.
- Wear the appropriate PPE when sampling, including safety glasses, nitrile gloves, and steel toe boots (see PPE section of the project safety plan).
- Monitor headspace of wells prior to sampling to minimize any vapor inhalation (refer to the "Site Monitoring" section of the project safety plan).
- Use caution when opening well lids. Wells may contain poisonous spiders and hornet or wasp nests.
- Use the appropriate lifting procedures (see CH2M SOP HSE-112) when unloading equipment and sampling at each well.
- Avoid sharp edges on well casings.
- If dermal contact occurs with groundwater or the acid used in sample preservation, immediately wash all affected skin thoroughly with soap and water.
- Avoid eating and drinking on site and during sampling.
- Use ear plugs during sampling if sampling involves a generator.
- Containerize all purge water and transport to the appropriate storage area.

-
- Use two people to transport full coolers/containers whenever possible. If two people are not available use a dolly to move coolers. If the coolers weigh more than 40 pounds Attachment 1 of the HSE-112, *Manual Lifting*, shall be completed by the SC. If the coolers weigh more than 50 pounds they should never be lifted by one person.

8.34 Hand and Power Tools

(Reference CH2M, SOP HSE-210, *Hand and Power Tools*)

Hands are one of the most complex parts of the body. Every employee uses their hands to help them make a living. There are more on-the-job injuries to hands than any other body part.

Below are the hazard controls and safe work practices to follow when personnel or subcontractors are using hand and power tools. Ensure the requirements in the referenced SOP are followed.

General

- Always select the right tool for the job;
- Keep cutting tools sharp—less force will be needed for the cut. Do not use pocket knives—only safety cutting tools and if using these be sure to comply with the “Knife Use” section of this Handbook;
- Carry and store tools correctly and never put sharp or pointed tools in your pocket or belt;
- Tools shall be inspected prior to use and damaged tools will be tagged and removed from service;
- Store tools properly in a place where they will not be damaged or come in contact with hazardous materials; and
- Tools used in an explosive environment must be rated for work in that environment (that is, intrinsically safe, spark-proof, etc.).
- Employees shall be trained on the “line of fire” hazards associated with operating power tools, how to look after their hands and body, and avoid pinch points or crush points. This may be accomplished by completing the Hand Safety training on the VO and reviewing the task-specific hazards and control measures in the Activity Hazard Analysis (AHA).

Hand and Power Tools

- Hand and power tools will be used for their intended use and operated in accordance with manufacturer’s instructions and design limitations;
- Screwdrivers are one of the most used and abused tools, never:
 - Hammer with a screwdriver
 - Use as a pry bar
 - Use with a broken handle
 - Use with worn out tips
- Maintain all hand and power tools in a safe condition;
- When possible, use power tools over hand tools. Powered tools tend to require less exertion and reduce repetitive motion. Be sure that the weight of a powered tool (and cording) does not create additional force issues.
- Whenever possible, select tools that use a full-hand power grip rather than a precision finger grip. The greater the efforts to maintain control of a hand tool, the higher the potential for injury. A compressible gripping surface rather than hard plastic should be used.

COPYRIGHT 2017 BY CH2M. THE INFORMATION IN THIS DOCUMENT IS PROPRIETARY.”

-
- Avoid repetitive trigger-finger actions. Select tools with large switches that can be operated with all four fingers.
 - When possible, use tools with extension handles that let you stand up while performing a floor-level task (extension handles must be manufacturer-approved)
 - To lessen vibration:
 - Pad tool handles with a soft compressible surface
 - Use vibration damping (gel filled) gloves
 - Select tools (hammers and chippers) with built in damping systems (springs/hydraulics)
 - Maintain straight wrists. Avoid bending or rotating the wrists; a variety of bent-handle tools are commercially available.
 - Avoid static muscle loading. Reduce both the weight and size of the tool. Do not raise or extend elbows when working with heavy tools.
 - Use PPE (such as gloves, safety glasses, earplugs, and face shields) when exposed to a hazard from a tool;
 - Do not carry or lower a power tool by its cord or hose;
 - Portable power tools will be plugged into GFCI protected outlets;
 - Portable power tools will be Underwriters Laboratories (UL) listed and have a three-wire grounded plug or be double insulated;
 - Disconnect tools from energy sources when they are not in use, before servicing and cleaning them, and when changing accessories (such as blades, bits, and cutters);
 - Safety guards on tools must remain installed while the tool is in use and must be promptly replaced after repair or maintenance has been performed;
 - If a cordless tool is connected to its recharge unit, both pieces of equipment must conform strictly with electrical standards and manufacturer's specifications; and

Machine Guarding

- Ensure that all machine guards are in place to prevent contact with drive lines, belts, chains, pinch points or any other sources of mechanical injury;
- Unplugging jammed equipment will only be performed when equipment has been shut down, all sources of energy have been isolated and equipment has been locked/tagged and tested; and
- Maintenance and repair of equipment that results in the removal of guards or would otherwise put anyone at risk requires lockout of that equipment prior to work.

8.35 Haul Trucks

Below are the hazard controls and safe work practices to follow when working around or operating haul trucks:

- Haul truck operators are prohibited from using any wireless device while operating trucks on site. Trucks must be stopped before using devices such as two way radios or cell phones. If a wireless device is required for a certain operation, the PM and RHSM must authorize the wireless use on a case by case basis and make sure limitations are addressed in the project safety plan.
- Haul truck operators should be familiar with their equipment and inspect all equipment before use;

-
- Haul truck operators should ensure all persons are clear before operating truck or equipment. Before moving operators should sound horn or alarm, all equipment should be equipped with a working back up alarm;
 - Haulage trucks or equipment with restricted visibility should be equipped with devices that eliminate blind spots;
 - Employees should stay off haul roads. When approaching a haul area, employees should make eye contact and communicate their intentions directly with the equipment operator;
 - If possible minimize steep grades on haul roads;
 - Where grades are steep provide signage indicating the actual grade as well as measures for a runaway truck;
 - Trucks are to be operated within the manufacturer's recommendations (for example- retarder charts indicate the combination of loads, grades and speeds that should not be exceeded if the truck's retarder is to work properly – to ensure the truck does not descend grade at speeds greater than listed);
 - Haul roads should be well lit, sufficiently wide (at least 50 percent of the width of the equipment on both sides of road) and equipped with reflectors to indicate access points;
 - Haul roads should have adequate right-of-way signs indicating haul directions;
 - Haul trucks will follow designated haul roads; and
 - Haul trucks will comply with posted speed limits.

8.36 Hoists

(Reference CH2M SOP HSE-315, *Hoists*)

- Below are the hazard controls and safe work practices to follow when working around or operating hoists. Ensure the requirements in the referenced SOP are followed.
- Manufacturer's specifications and limitations applicable to the operation of material hoists shall be followed. Where manufacturer's specifications are not available, the limitations assigned to the equipment shall be based on the determinations of a professional engineer competent in the field.
- Rated load capacities, recommended operating speeds, and special hazard warnings or instructions shall be posted on hoists.
- Hoisting ropes shall be installed in accordance with the wire rope manufacturer's recommendations.
- The installation of live booms on hoists is prohibited.
- Operating rules shall be established and posted at the operator's station of on hoists.
- No person shall be allowed to ride on material hoists except for the purposes of inspection and maintenance.
- All entrances of the hoistways shall be protected by substantial gates or bars, which guard the full width of the landing entrance.
- Overhead protective coverings of 2-inch planking, ¾-inch plywood, or other solid material of equivalent strength, shall be provided on the top of every material host cage or platform.
- All hoistway entrance bars and gates shall be painted with diagonal contrasting colors, such as black and yellow.

-
- A qualified hoist operator will operate, inspect, maintain and oversee all hoist operations. The SC or designee shall verify hoist operator qualifications (e.g., operator to provide for the type of hoist being operated—years of experience, training, background).
 - CH2M employees who are required to operate hoists shall read the hoist manufacturer's operations and maintenance manual, be evaluated and approved as qualified hoist operators. The CH2M may require operators to complete separate hoist operations training, provided by commercial training specialists.

8.37 Hydrogen Sulfide

Hydrogen sulfide (H₂S) is a colorless, toxic, and flammable gas responsible for the odor of rotten eggs. It often results from the bacterial break down of organic matter in the absence of oxygen, such as in sewers. It also occurs in gases, natural gas and in well waters. H₂S may be produced during the biological process when biological substrates are used to expedite the remediation process.

Chemical Properties

Hydrogen sulfide is heavier than air and may travel along the ground. It collects in low-lying and enclosed, poorly-ventilated areas such as basements, manholes, sewer lines, and underground telephone vaults. For work within confined spaces, use appropriate procedures for identifying hazards, monitoring and entering confined spaces (see Confined Space Entry section of this Handbook or the project safety plan). Additionally, H₂S is a highly flammable gas and gas/air mixtures can be explosive. It may travel to sources of ignition and flash back. If ignited, the gas burns to produce toxic vapors and gases, such as sulfur dioxide.

Routes of Exposure and Exposure Limit

The primary route of exposure to H₂S is inhalation, and the gas is rapidly absorbed by the lungs. Absorption through the skin is minimal. People can smell the "rotten egg" odor of H₂S at low concentrations in air. However, with continuous low-level exposure, or at high concentrations, a person loses his/her ability to smell the gas even though it is still present; this is called olfactory fatigue. This can happen very rapidly and at high concentrations, the ability to smell the gas can be lost instantaneously. Therefore, DO NOT rely on your sense of smell to indicate the continuing presence of H₂S or to warn of hazardous concentrations.

About half of the population can smell H₂S at concentrations as low as 0.5 parts per billion (ppb) in air, and more than 90 percent can smell it at levels of 50 ppb. At higher concentrations H₂S rapidly deadens the sense of smell. For most people, this occurs at approximately 150 ppm.

The American Conference of Governmental Industrial Hygienists (ACGIH) 8-hr time-weighted average (TWA) exposure limit for H₂S is 1 ppm; the 15-minute short term exposure limit (STEL) is 5 ppm.

The Immediately Dangerous to Life or Health (IDLH) in air is 100 ppm. Exposure to 500 ppm can be fatal in a few breaths. Exposure to 1000 ppm is fatal.

Effects on the Body

Hydrogen sulfide is both an irritant and a chemical asphyxiant with effects on both oxygen utilization and the central nervous system. Its health effects can vary depending on the level and duration of exposure. Low concentrations irritate the eyes, nose, throat and respiratory system (e.g., burning/tearing of eyes, cough, shortness of breath). Asthmatics may experience breathing difficulties. The effects can be delayed for several hours, or sometimes several days, when working in low-level concentrations. Repeated or prolonged exposures may cause eye inflammation, headache, fatigue, irritability, insomnia, digestive disturbances and weight loss.

Moderate concentrations can cause more severe eye and respiratory irritation (including coughing, difficulty breathing, and accumulation of fluid in the lungs), headache, dizziness, nausea, vomiting, staggering and excitability.

High concentrations can cause shock, convulsions, inability to breathe, extremely rapid unconsciousness, coma and death.

H₂S as a Project Hazard

Elevated levels of H₂S have not been reported during normal drilling activities, but experience has shown that high levels of H₂S may be present in the well space and in the breathing zone following the injection of emulsified oil, once the biological process has had time to progress. Engineering controls shall be considered to bring the concentrations of H₂S down to an acceptable level in the breathing zone, followed by administrative controls, and respiratory protection.

All employees will receive orientation on the emergency contingency plan for the specific actions to follow when there is an H₂S release from equipment, fire involving H₂S, or medical emergency involving exposure to H₂S.

Air Monitoring

Follow the air monitoring action levels in the project safety plan. If elevated levels of H₂S are encountered, first implement engineering controls to reduce exposures to allowable levels. If that is not possible, then an upgrade in PPE may be required; refer to the PPE section of the project safety plan.

8.38 Ionizing Radiation

In addition to the general requirements below, refer to Section 2.4 “Radiological Hazards and Control” for project-specific information.

- CH2M Policy approval may be required for activities involving radiation; check with the project EM in the project planning stages.
- CH2M employees working onsite must complete the CH2M online Ionizing Radiation Training module available through the Virtual Office.
- Do not enter restricted work areas unless training, medical monitoring, personal monitoring equipment, and PPE requirements established by the radiation protection competent person have been met.
- Know your quarterly dose margin and do not exceed your personal limits.
- Assure personal monitoring devices are worn properly. Always calibrate pocket dosimeters prior to entering and exiting restricted areas.
- Plan activities to minimize exposure (ALARA) and waste generation.
- Limit the amount of potential waste (e.g., packaging, boxes, paperwork, etc.) brought into restricted areas.
- Do not eat, drink, smoke, chew tobacco or gum, or apply cosmetics in restricted areas.
- Promptly report any condition which may lead to or cause a violation of radiation protection standards.
- Assure radioactive sources, containers, and the area are properly labeled and posted.
- Protective clothing and other exposure controls shall be based on the most recent survey results obtained from the radiation protection competent person.
- Know the emergency evacuation warning signals and be prepared to respond.
- Do not leave radioactive source materials and equipment unattended.

8.39 Lead

(Reference CH2M SOP HSE-508, *Lead*. In Canada, provincial occupational regulations may apply and should be implemented as required.)

CH2M is required to control employee exposure to lead when exposures are at or above 30 µg/m³ by implementing a program that meets the requirements of the OSHA Lead standard, 29 CFR 1910.1025 and 29 CFR 1926.62, or lower if the local regulations are more stringent. The elements of the CH2M lead program include the following:

- Exposure monitoring;
- Methods of control, including personal protective equipment (PPE) and respirators;
- Medical surveillance;
- Training on hazards of lead and control measures (includes project-specific training and the computer-based training on CH2M's Virtual Office, *Lead Exposure Training*); and
- Record keeping requirements.

If air monitoring indicates there is potential exposure at the action level concentrations above, notify the RHSM to ensure the above have been adequately addressed. Other exposure control measures include:

- Do not enter regulated work areas unless training, medical monitoring, and PPE requirements established by the competent person have been met;
- Do not eat, drink, smoke, chew tobacco or gum, or apply cosmetics in regulated areas;
- Respiratory protection and other exposure controls selection shall be based on the most recent exposure monitoring results obtained from the competent person; and
- Review the fact sheet included as an attachment to the SOP.

8.40 Lockout/Tagout Activities

(Reference CH2M SOP HSE-310, *Lockout and Tagout*)

Lockout/tagout (LO/TO) shall be performed whenever service or maintenance is necessary on equipment that could cause injury to personnel from the unexpected equipment energizing or start-up or unexpected release of stored energy. Energy sources requiring lockout/tagout may include electrical, pneumatic, kinetic, and potential.

If work on energized electrical systems is necessary—contact the RHSM. Specific training and procedures are required to be followed before any work on energized electrical systems can be performed and are NOT covered in this section. Energized electrical work is defined as work performed **on or near** energized electrical systems or equipment with exposed components operating at 50 volts or greater. Working near energized live parts is any activity inside a Limited Approach Boundary (anywhere from 3.5 feet to 24 feet [1 meter 7.3 meters] depending on voltage). Examples of energized electrical work include using a voltmeter to troubleshoot electrical systems and changing out controllers.

When lockout/tagout is necessary to perform maintenance/repair of a system, all the requirements of SOP HSE-310, Lockout and Tagout, shall be met including the following bulleted items:

- When CH2M controls the work, CH2M must verify that subcontractors affected by the unexpected operation of equipment develop a written lockout/tagout program, provide training on lockout/tagout procedures and coordinate its program with other affected subcontractors. This may include compliance with the owner or facility lockout/tagout program.

- When CH2M personnel are affected by the unexpected operation of equipment they must complete the electrical safety awareness module on the VO. Authorized personnel shall inform the affected personnel of the LO/TO. Affected personnel shall not tamper with LO/TO devices.
- Standard lockout/tagout procedures include the following six steps: 1) notify all personnel in the affected area of the lockout/tagout, 2) shut down the equipment using normal operating controls, 3) isolate all energy sources, 4) apply individual lock and tag to each energy isolating device, 5) relieve or restrain all potentially hazardous stored or residual energy, and 6) verify that isolation and deenergization of the equipment has been accomplished. Once verified that the equipment is at the zero energy state, work may begin.
- All safe guards must be put back in place, all affected personnel notified that lockout has been removed and controls positioned in the safe mode prior to lockout removal. Only the individual who applied the lock and tag may remove them.
- CH2M authorized employees shall complete the LO/TO training module on the VO and either the electrical safety training module on the VO or 10-hour construction training. The authorized employee must also be trained and qualified on the system they are working on (e.g., qualified electrician for working on electrical components of a system).
- When equipment-specific LO/TO procedures are not available or when existing procedures are determined to be insufficient, CH2M authorized employees shall also complete the Equipment-Specific LO/TO Procedure Development Form, provided as an attachment to the SOP, to create an equipment-specific lockout/tagout procedure. Each lockout/tagout event shall be recorded on the Logout/Tagout Log (Attachment 4 of SOP HSE-310) to manage work and identify every point where locks and tags are applied.

8.41 Avoidance of Munitions and Explosives of Concern (MEC) and/or Materials Potentially Presenting an Explosive Hazard (MPPEH)

(Reference CH2M, SOP HSE-610, Explosives Usage and Munitions Response)

If work will be conducted on a government/military facility or ex-government/military facility; area currently or previously used as a range; or if military munitions, MEC, or material potentially presenting an explosive hazard (MPPEH) are associated with the scope of work or location immediately contact the CH2M Central Point of Contact for Explosives Usage and Munitions Response. The following will be required prior to any field work:

- Setting up a conference call with all required personnel to conduct a basic safety risk assessment over the phone.
- Providing written directions detailing job-specific requirements and what actions to take to ensure safety during the work.
- “3R Training” will be required for all affected project personnel. This training teaches personnel to Recognize, Retreat, and Report.

8.42 Marijuana Cultivation Sites

Marijuana grow sites are illegal on public lands, but are becoming more common. These sites may be encountered when working in undeveloped or “back country” areas. These sites pose risks to workers, the public, and the environment and are most often associated with organized crime. The potential for violent confrontations is high.

Most marijuana grow sites have someone always watching the site. Even unattended sites pose a significant risk. Recognize the signs of marijuana cultivation sites, and if you think you are near one, be quiet and leave the area immediately.

How to recognize a cultivation site:

- Sometimes marijuana smells like a skunk on hot days.
- Hoses or drip lines (made of black or white PVC piping or rubber hose) located in unusual or unexpected places.
- Discarded containers of herbicides, pesticides or other chemicals. A variety of chemicals for pest and animal control, including chemicals that may be so hazardous they are illegal in the United States are sometimes encountered.
- A well-used trail where there shouldn't be one.
- People standing along roads without vehicles present, or in areas where loitering appears unusual.
- Grow sites are usually found in isolated locations, in rough steep terrain. Look for signs of cultivation, cleared vegetation, soil disturbance.
- Food cached near trailheads or alongside roads.
- Sights or sounds of human activity in remote forest areas.
- Camps containing cooking and sleeping areas with food, fertilizer, weapons, garbage, rat poison, and/or dead animals.
- Small propane bottles, used to avoid the detection of wood smoke.
- Individuals armed with rifles outside of hunting season.
- Paper cups, chicken wire or plastic sheets used for starting and protecting plants.

As soon as you become aware that you have come upon a cultivation site, leave the way you came in immediately and make as little noise as possible. Never engage the growers as these are extremely dangerous people. If you can identify a landmark or it is helpful for authorities, but put your own safety first. The growers may be present and may or may not know that you have found their grow site. Get to a safe place and report as much detail about the location and incident as you can recall to authorities. Ensure you contact the RHSM and Project Manager as soon as possible.

Other precautions to take include:

- Check with local law enforcement officers to see whether they know of any dangers or concerns in the area where you will be working.
- Establish and follow check-in and checkout procedures every day.
- Make sure your supervisor and the dispatch office know where you will be working.
- If necessary, agree on a phrase that you would use to let your co-workers (SC, RHSM, or PM) know you are in danger and need law enforcement assistance immediately at your last known location.
- Make sure you have a working communication device.
- Use the buddy system. Work in pairs.
- Park your vehicle so it's pointing in the direction of escape.

8.43 Methane (as a Product of Injection Activities)

Methane is a colorless, odorless gas with a wide distribution in nature. Methane is created when organic matter decomposes (rots) without any oxygen present ("anaerobic" decomposition) and is common in landfills, marshes, septic systems and sewers.

Methane may be produced as a by-product of the biological process when biological additives are used in a remediation process (such as when emulsified oil is injected to enhance dechlorination of contaminated groundwater).

Experience has shown that methane may be present in the well space following the injection of emulsified oil, once the biological process has had time to progress. This needs to be considered when returning to collect ground water samples. Although methane degrades Engineering controls shall be considered to bring the concentrations of methane down to an acceptable level in the breathing zone.

Methane is a “simple asphyxiant,” which means that it can displace available oxygen. Methane is combustible and mixtures of methane with air are explosive within the range 5-15 percent by volume of methane (the lower and upper explosive limits). At room temperature, methane is lighter than air, so in an outdoor environment, it tends to dissipate.

Methane is not toxic when inhaled, but it can produce suffocation by reducing the concentration of oxygen inhaled. When exposed to concentrations high enough to displace oxygen, you may experience dizziness, deeper breathing, possible nausea and eventual unconsciousness.

The primary danger is from fire and explosion, so ensure that you work in a well-ventilated area, and that there is no source of ignition present. Use spark-proof tools and intrinsically safe equipment, if necessary. If working in a confined space, make sure that appropriate controls are in place and follow an approved permit-required confined space entry plan.

8.44 Methane (as Landfill Gas or Shale Formations)

Landfill gas is normally made up of 50 percent methane and 50percent carbon dioxide

Shale formations can produce methane that has the potential to be released during drilling or groundwater sampling.

Other constituents have been found in the landfill gas. These may include hydrogen sulfide, tetrachloroethene, ethyl benzene, toluene, and xylenes. Refer to the project health and safety plan for additional information on these constituents when this hazard is part of your work.

- Continuous monitoring is required when performing intrusive activities (e.g., excavation, drilling) in a methane area. This includes refuse and any cover material.
- Monitoring will be conducted with oxygen/combustible gas meters.
- All instruments will be calibrated according to manufacturer’s specifications. Instruments will be calibrated at the frequency specified by the manufacturer.
- Ventilation is the primary control to reduce the fire potential from methane. The action required for ventilation include:
- Natural Ventilation – If the wind speed across the bore hole or sampling apparatus is over 5 mph (8 kph) then natural ventilation is sufficient. Equipment and personnel must be located upwind of the potential methane source to prevent any ignition source from contacting methane in air.
- Forced Ventilation – If the wind speed across the bore hole or sampling apparatus is less than 5 mph (8 kph) then forced ventilation is required. Large air movers are preferable but standard ventilation fans may be used if the air flow is directed to the bore hole or the location in the sampling apparatus where the methane first encounters open air.

8.45 Methylene Chloride

(Reference CH2M SOP HSE-509, *Methylene Chloride*. In Canada, provincial occupational regulations may apply and should be implemented as required.)

Methylene chloride has a faint, sweet odor which is not noticeable at dangerous concentrations. Methylene chloride is shipped as liquefied compressed gas and will cause frostbite on contact.

CH2M is required to control employee workplace exposure to methylene chloride when personal exposures are at or above 12.5 parts per million (ppm) as an 8-hour time-weighted average (TWA) or above 125 ppm short-term exposure limit (STEL) by implementing a program that meets the requirements of SOP HSE-509, the OSHA Methylene Chloride standard, 29 *Code of Federal Regulations* (CFR) 1910.1052, or local regulation if more stringent. The elements of the CH2M methylene chloride program include the following:

- Exposure monitoring;
- Methods of control, including personal protective equipment (PPE) and respirators;
- Medical surveillance;
- Training on hazards of methylene chloride and control measures (includes project-specific training and the computer-based training on CH2M's Virtual Office, *Methylene Chloride*) and;
- Recordkeeping requirements.

If air monitoring indicates there is potential exposure at the action level concentrations above, notify the RHSM to ensure the above have been adequately addressed. Other exposure control measures include:

- Do not enter regulated work areas unless training, medical monitoring, and PPE requirements established by the competent person have been met;
- Do not eat, drink, smoke, chew tobacco or gum, or apply cosmetics in regulated areas;
- Respiratory protection and other exposure controls selection shall be based on the most recent exposure monitoring results obtained from the competent person;
- Appropriate air-supplied respirators must be used when methylene chloride exposures exceed PEL or STEL;
- Air supplied to respirators must meet Grade D breathing air requirements; and
- Review the fact sheet included as an attachment to the SOP.

8.46 Naturally Occurring Radiation Materials (NORM)

Naturally Occurring Radiation Materials (NORM) is found in the earth's crust, soil, plants and many living organisms. The geologic formations that contain oil and gas deposits also contain NORM, commonly consisting of the elements of uranium, radium, thorium and their associated decay products. If present, these radio nuclides dissolve in water and can be bound into the scale deposited in production equipment handling produced water. Radon gas follows the propane/ethane streams of produced (natural) gas and the radon gas byproducts (radon daughters) can be deposited on the inside surfaces of gas handling equipment. Land can be contaminated with NORM from descaling operations, contaminated sludges, and/or residual from produced water.

Equipment that can contain NORM-contaminated scale includes equipment associated with the separators (separate gas from the oil and water) and heater treaters (divide the oil and water phases) such as flowlines, pumps, valves, and piping (especially transition pieces such as elbows and reducer) and filters.

Gas processing equipment can also be contaminated with NORM (radon daughters). This contamination, unlike scales, can be in the form of an invisible film inside gas equipment and can only be detected by internal surveying with appropriate instrumentation.

Natural gas liquid equipment can also be contaminated by radon in the gas. Sludges accumulated in this equipment may contain the heavy metal radon daughters that have attached to dust and other particles that become part of the sludge.

While NORM has generally been associated with exploration and production activities, there is some industry experience to indicate that some refinery process equipment can also be contaminated with NORM, including natural gas stream equipment, crude tank bottoms, desalters, overhead atmospheric pipestill equipment, and exchanger deposits/sludge.

Hazards of NORM

NORM generally does not present an external radiation (Gamma) hazard to employees working around closed process equipment. This is particularly the case with NORM associated with scale inside equipment handling production water due to attenuation by the scale and steel pipe wall. Recent field experience, however, indicates that some in-service gas processing equipment, particularly valves, elbows, or transition piping pieces, may have fairly high external Gamma radiation levels. If gas-processing equipment is out of service for more than 4 hours, external Gamma measurements will not detect internal accumulation of the radon daughters.

Work procedures are recommended when maintaining NORM contaminated equipment such as pipelines, filters, pumps, lines, sludge or wellhead equipment. The exposure risk is highest when grinding, cutting, polishing, or performing other work that may generate dust. These dusts present inhalation hazards that result in internal exposures to radioactive material.

- Radium, radon, and their decay products are radioactive elements of concern in petroleum production and gas processing. Exposure may occur when contaminated dusts and sludge are inhaled or ingested (internal exposure) or when radiation from surrounding equipment strikes the body (external exposure).
- Radium is found in most oil and gas fields in the world in varying concentrations. There is potential to find radium in significant amounts in almost all types of equipment. Radon is found in most natural gas deposits in the world.
- Radon itself does not present a health hazard because it is not easily absorbed into the body and is quickly cleared when absorbed.
- Radon's radioactive breakdown products, called radon "daughters," may be hazardous. Radon naturally breaks down into radioactive metals before becoming non-radioactive lead.
- Radon daughters may be inhaled or ingested when attached to scale or dust generated during equipment inspection and repair. Radon daughter overexposure has been associated with an increased risk of lung cancer.

NORM Hazard Control Measures

- For operations where NORM is a potential hazard, a qualified individual (s) will be assigned for implementing radiological protection of employees, members of the public, and the environment.
- Surveys and monitoring must be conducted to evaluate the potential radiological hazards. The surveys must include measurements for radiation levels based on the concentrations or quantities of radioactive material, along with any other measurements or evaluations necessary to characterize the potential radiological hazards that could be present.
- Equipment contaminated with NORM must be labeled.
- Gas processing equipment should be opened to allow gas to escape, and allowed to stand idle for at least 4 hours prior to any entry.
- Water washing of any equipment prior to entry is recommended when practical.

-
- Personal protective equipment (PPE) must be selected based on the hazards (both radiological and non-radiological) work activities to be conducted, and the contamination levels in the work area,
 - Level D PPE must be worn to minimize skin contact with NORM such as gloves and appropriate body protection. Disposable clothing such as TYVEK is preferred since NORM contaminated clothing should be laundered.
 - Level C PPE using full-face air-purifying respirator with high efficiency particulate air (HEPA filters) must be worn if dust exposure is expected.
 - Do not sand, grind, cut, or weld on surfaces contaminated with NORM without appropriate cleaning. Equipment should be resurveyed after cleaning prior to these activities.
 - NORM-contaminated equipment or material should not be shipped offsite for repair or disposal without first contacting the designated NORM coordinator (may be the RHSM and/or REM)

8.47 Mower, Brush Hog and Weed Trimmer Safety

Below are hazard controls and safe work practices to follow when personnel or subcontractors are working near or using mowers, brush hogs and weed trimmers. The brush hog is a dangerous machine that will throw rocks and debris long distances at speeds that can and have caused significant injury. It can also become entangled in rope, wire or other objects that can endanger workers in the vicinity.

Ensure that the following requirements are followed

Mower/Brush Hog

- Meet with the brush hog or mower crew during the safety tailgate meeting and immediately prior to operations to ensure all personnel understand the signal that indicates when the operator will operate the brush hog.
- Conduct a sweep of the area where the brush hog or mower is scheduled to cut vegetation and 100-foot buffer prior to mower, brush hog, masticator and trimmer operations for loose debris, rocks, logs, foreign objects, wire, rope, fencing, etc. that could present a safety hazard.
- Restrict other workers and oversight activities to 300 feet outside the staked limits of the work area while brush clearing equipment is operating.
- Workers should position themselves 180 degrees towards the rear of the mower, always maintaining >300 feet from the edge the area being cleared by the mower.
- Minimum PPE Requirements – leather boots with safety toes, safety glasses, leather gloves, hard hat, long pants, and high visibility vest.
- The equipment operator must read the owner’s manual prior to operating the equipment.
- Make all necessary adjustment prior to turning on the equipment.
- Practice operation in an open area.
- Make sure all protective guards are in place. Never remove guards.
- Determine that steering is responsive before beginning a job.
- Test the brakes.
- Clean the steps and operating platform to prevent slipping.
- Ensure that tires are properly inflated.
- Only the operator should be riding on the equipment, no passengers are allowed.
- When leaving the seat, the operator should disengage the Power Take Off (PTO), engage the brake, stop the engine, and wait for all parts to stop before dismounting.

-
- The operator should not adjust any mechanism of the equipment while the mower is running, making sure all parts have stopped moving prior to making any adjustments.
 - When driving between mowing jobs, crossing a road, path or sidewalk, or when not using the mower, the operator should disengage the PTO to stop the mower blade.
 - Operators should not mow in conditions where traction or stability is questionable. If uncertain, test drive a section with the PTO off.
 - Never refuel equipment while the engine is running or extremely hot. A fire or explosion could result.
 - Maintain a fire extinguisher nearby.
 - When mowing on uneven ground follow these rules:
 - Reduce the travel speed so that you can see and react to hazards in your path. Overturns are four times more likely to occur when the speed is doubled.
 - Be on the alert for holes and ditches covered by grass or debris. A wheel may drop and cause an overturn.
 - Drive up and down a hill, not across.
 - Do not stop when going uphill or downhill. If the mower stops going uphill, turn off the PTO and back down slowly.
 - Do not try to stabilize the mower by putting your foot on the ground.

Weed Trimmer

- Wear snug, tight-fitting equipment while operating the weed trimmer or tri-blade. Retain long hair or any other loose items or clothing.
- Inspect guard/shield and ensure it is securely in place.
- Do not change string with equipment running. Turn off equipment before removing any jams.
- When cutting, keep spinning string low and maintain control.
- Never operate the weed trimmer one handed; hold with both hands with thumbs opposed to direction of other fingers, using a firm grip to prevent losing grip if the tool kicks back or bucks.
- Start cutting in a position so that it is off to the side of your body, so that if the tool bucks it doesn't come back up into your body.
- Inspect brush/weeds for any objects that could become a harmful projectile.
- Clear area of people and vehicles; minimum of 100 feet safe zone.

8.48 Off-Road Driving Safety

- Whenever possible, use only paved roads when there is a choice between un-improved roads and paved roads.
- On a project by project basis, conduct an assessment based on the degree of hazard, driving route, and location, determine whether an In Vehicle Monitoring System (IVMS) is required when driving alone in remote areas (Refer to Working Alone Core Standard). Also consider what will be used for communication when in remote areas (e.g., satellite phone, InReach device).
- When four-wheel drive (off-road) roads are used, personnel shall be experienced in off-road driving.
- Plan access routes prior to setting out. Obtain the most current maps if traveling on federal lands.
- Prepare an emergency kit with extra clothes, food, water, batteries, flashlight, and other items that may be needed if you become stranded.

-
- Roads can become slick with mud, may be along cliff sides with no protection, have soft shoulders/erosion, may be narrow, have blind curves, have damage or obstructions in the road. Do not attempt to drive routes you are not comfortable with. Have potential alternate routes identified wherever possible so if a road becomes more dangerous than when you used it before, you can take another road.
 - Carry a compass and/or GPS when traveling to remote areas on rural roads.
 - Before going off-road, inspect the vehicle. Make sure the tires (including the spare) are in good condition and inflated properly. Look under the vehicle for any leaks or mechanical problems. Make sure all fluids are topped off. Check the condition of your steering and brakes.
 - Fill fuel tank before leaving populated areas. Fuel stations may be unavailable for long distances. Carry extra fuel in an approved gas can if you will be a long way from populated areas.
 - Know how the 4x4 system works and how to use the controls before they are needed. Practice using the low ratio gearbox. If the vehicle is equipped with manual locking hubs, test them to ensure they are working properly.
 - Know where the spare tire and jack are located and how to use them.
 - Know and understand the vehicle's dimensions - height, width, length, approach angle, departure angle and ramp angle. Also know where the lowest point of clearance is - usually the differential casing.
 - Keep track of preventative maintenance schedule and keep vehicle up-to-date if being used long-term.
 - Pay attention to how the vehicle is loaded. Loads should be distributed evenly within the vehicle if possible. Loads behind the rear axle will sag the rear of the vehicle, limiting your departure angle and clearance. Excessive loads will change the center-of-gravity, thus making the vehicle less stable.
 - Be time-conscious. What may look like a short trip on the map may take many hours in 4-wheel drive; allow enough time for safe travel.
 - Drive within your ability. If you are not comfortable, do not proceed.
 - Avoid surprises by surveying the road ahead before it is driven, when needed. Get a good idea where to place the tires and have a plan of approach. Follow through beyond the obstacle.
 - Driving diagonally can lead to a rollover. Always drive straight down hills or steep terrain.
 - Avoid driving over obstacles that may cause the vehicle to become stuck. Cross ditches or logs at an angle so that one wheel at a time goes over the obstacle; the other three help the one wheel to climb over. Dropping the tire into a ditch or crack in a rock can put you and your truck in a vulnerable position.
 - When driving on narrow roads and there is no shoulder available for either vehicle to pull over safely, stop. One vehicle should back up until a safe spot is reached. By custom the vehicle closest to the safe shoulder will reverse or, on a steep hill, the vehicle traveling downhill.
 - Do not expect logging trucks, cars with trailers, or other large vehicles to make room for you. Pull over early when you see them coming.
 - Slow down when traversing blind curves, washboard roads, or roads with loose surfaces. Make turns and brake gently to avoid sliding or loss of control.

8.49 PCB/Ballast Handling

Fluorescent lighting used in many older buildings use ballast resistors that contain polychlorinated biphenyl (PCB) oil. PCB is colorless to light-colored, viscous liquid with a mild, hydrocarbon odor.

PCB has been found to cause, irritation eyes; chloracne; liver damage; reproductive effects; and has shown to cause cancer in lab animals.

When work requires the handling or removal of fluorescent ballast resistors, extra care and attention needs to be taken. While ballasts are usually well sealed, it is not uncommon to find a ballast resistor that has leaked. Below are the hazard controls and safe work practices to be followed when PCBs are present.

- A survey must be made to determine whether ballast resistors contain PCB fill.
- Leaking resistors must be identified and handled with appropriated PPE.
- Exposure Routes are inhalation, skin absorption, ingestion, skin and/or eye contact
- Prevent skin contact by using chemical resistant gloves, wear eye protection, and thoroughly wash hands before eating or smoking.
- Ensure eyewash is available.
- In the event of exposure, follow the following First Aid procedures:
Eyes: Irrigate immediately
Skin: Soap wash immediately
Ingestion: Seek medical attention immediately
- Dispose of PCB ballast resistors in accordance with Federal, State and Local environmental regulations.

8.50 Portable Generator Hazards

(Reference CH2M SOP HSE-206, Electrical Safety)

- Portable generators are useful when temporary or remote electric power is needed, but they also can be hazardous. The primary hazards to avoid when using a generator are carbon monoxide (CO) poisoning from the toxic engine exhaust, electric shock or electrocution, and fire.
- NEVER use a generator indoors or in similar enclosed or partially-enclosed spaces. Generators can produce high levels of carbon monoxide (CO) very quickly. When you use a portable generator, remember that you cannot smell or see CO. Even if you can't smell exhaust fumes, you may still be exposed to CO.
- If you start to feel sick, dizzy, or weak while using a generator, get to fresh air RIGHT AWAY. DO NOT DELAY. The CO from generators can rapidly lead to full incapacitation and death.
- If you experience serious symptoms, get medical attention immediately. Inform project staff that CO poisoning is suspected. If you experienced symptoms while indoors have someone call the fire department to determine when it is safe to re-enter the building.
- Follow the instructions that come with your generator. Locate the unit outdoors and away from doors, windows, and vents that could allow CO to come indoors.
- Generators rated greater than 5 kilowatts that are not vehicle- mounted need to be grounded in accordance with regulatory and manufacturer requirements. Always refer to the manufacturer grounding requirements for any generator used on site.
- Keep the generator dry and do not use in rain or wet conditions. To protect from moisture, operate it on a dry surface under an open, canopy-like structure. Dry your hands if wet before touching the generator.
- Plug appliances directly into the generator. Or, use a heavy duty, outdoor-rated extension cord that is rated (in watts or amps) at least equal to the sum of the connected appliance loads. Check that the entire cord is free of cuts or tears and that the plug has all three prongs, especially a grounding pin.

-
- Most generators come with Ground Fault Circuit Interrupters (GFCI). Test the GFCIs daily to determine whether they are working
 - If the generator is not equipped with GFCI protected circuits plug a portable GFCI into the generator and plug appliances, tools and lights into the portable GFCI.
 - Never store fuel near the generator or near any sources of ignition.
 - Before refueling the generator, turn it off and let it cool down. Gasoline spilled on hot engine parts could ignite.

8.51 Powder-Actuated Tools

(Reference CH2M SOP HSE-210, *Hand and Power Tools*)

Below are the hazard controls and safe work practices to follow when working around or using powder-actuated tools. Ensure the requirements in the referenced SOP are followed.

- Only trained personnel are permitted to operate powder-actuated tools. CH2M employees using powder-actuated tools must be trained in the operation of the particular tool in use. Training and certification are provided by the tool manufacturer.
- Inspect and test powder-actuated tools each day before they are loaded per manufacturer's instruction. Remove from service any tool that is not in proper working order.
- Wear appropriate personal protective equipment (eye, face, and hearing protection) when using powder-actuated tools.
- Never point powder-actuated tools at other workers, whether empty or loaded. Tools shall not be loaded until just before use. Never leave loaded tools unattended.
- Do not drive fasteners into very hard or brittle materials such as, cast iron, glazed tile, surface-hardened steel, glass block, live rock, face brick, or hollow tile.
- Avoid driving fasteners into easily penetrable materials unless backing is provided. Pins or fasteners can otherwise become flying missiles when they pass right through such materials.
- Use powder-actuated tools with the manufacturer's specified guard, shield, or other attachment.
- Do not use powder-actuated tools in explosive or flammable atmospheres.

8.52 Pressure Line/Vessel Systems

- Operate and maintain pressure vessels, pumps and hosing in accordance with the manufacturer's recommendations.
- Do not exceed the rated pressure of the vessels and hosing of the system.
- The system must be provided with a pressure relief valve/controller that safely reduces the system pressure to within the system rated pressure.
- The pressure relief valve must be rated at no more than 110 percent the rated pressure of the system and must be tested at regular intervals.
- Each vessel must be equipped with a functioning pressure gauge to monitor pressure.

8.53 Pressure Washing Operations

Below are the hazard controls and safe work practices to follow when working around or performing pressure washing.

- Only trained, authorized personnel may operate the high-pressure washer.
- Follow manufacturer's safety and operating instructions.
- Inspect pressure washer before use and confirm deadman trigger is fully operational
- The wand must always be pointed at the work area.
- The trigger should never be tied down
- Never point the wand at yourself or another worker.
- The wand must be at least 42 inches (1.1 meter) from the trigger to the tip and utilize greater than 10 degree tips.
- The operator must maintain good footing.
- Non-operators must remain a safe distance from the operator.
- No unauthorized attachment may be made to the unit.
- Do not modify the wand.
- All leaks or malfunctioning equipment must be repaired immediately or the unit taken out-of-service.
- Polycoated Tyvek or equivalent, 16-inch-high steel-toed rubber boots, safety glasses, hard hat with face shield, and inner and outer nitrile gloves will be worn, at a minimum.

8.54 Process Safety Management

(Reference CH2M SOP HSE-213, *Process Safety Management*)

- All CH2M projects require a systematic evaluation of processes to prevent, or minimize the consequences of, catastrophic releases of toxic, reactive, flammable, or explosive chemicals at or above the specified threshold quantities. In the US, these are listed in Appendix A, List of Highly Hazardous Chemicals, Toxics, and Reactives in OSHA Standard 29 CFR 1910.119, Process Safety Management.
- A Process Hazard Analysis (PHA) is required of all processes covered by PSM.
- Operating procedures shall be developed and implemented that provide clear operating instructions consistent with the process safety information.
- Contractors, whether considered to be CH2M or a subcontractor of CH2M, performing maintenance or repair, turnaround, major renovation, or specialty work on or adjacent to a covered process shall be informed by the client of the known potential fire, explosion, and toxic release hazards related to the contractor work and the provisions of the emergency action plan.
- CH2M projects shall develop and implement the written procedure requirements to maintain the mechanical integrity of pressure vessels, storage tanks, piping systems, relief and vent systems, emergency shutdown systems, and controls and pumps process systems.
- A hot work permit shall be completed for any CH2M work involving welding, cutting, brazing, or similar flame- or spark-producing operations conducted near a covered process.
- Written procedures shall be developed, updated, and implemented to manage changes in chemicals, technology, equipment, and facilities.

-
- An incident report form (IRF) shall be completed within 24 hours of a PSM-related incident. Incidents involving a release of highly hazardous chemicals shall be reported following the Serious Incident Reporting section of SOP HSE-111.
 - An investigation shall be initiated as soon as possible, but no later than 48 hours following an incident that resulted in, or could reasonably have resulted in, a catastrophic release of a highly hazardous chemical.
 - An emergency action plan shall be developed and implemented for the entire plant, including procedures for handling small releases.
 - A facility or process audit shall be performed every three years to certify compliance with the PSM standard.
 - All information regarding compliance with PSM requirements shall be made available to affected personnel without regard to possible trade secret status.
 - CH2M employees shall be trained before operating a newly assigned process or when involved in maintaining equipment. Refresher training shall be provided at least every three years and more often if necessary to assure the employee understands and adheres to the current operating procedures of the process.

8.55 Radar Hazards

Airports and all branches of the military use radar of significant power for buildings, towers, aircraft, ships, armor vehicles, and installations in general. Radar devices may emit harmful microwave radiation emissions. Microwave radiation is absorbed by the body and dissipated in the tissue as heat.

The penetration ability of the radiation depends on the wavelength. Microwave wavelengths of 25-200 centimeters have the ability to reach the internal organs with potentially damaging effects. Wavelengths less than 25 centimeters are absorbed and dissipated by the skin and the human body is thought to be transparent to microwave wavelengths greater than 200 centimeters. The health effects of microwave radiation include deep burns and thermal damage to any organ or organ system with low blood flow, most notably the lenses of the eyes. If adequate time has elapsed between exposures, the repair mechanisms of the lens seem to limit damage. Microwave radiation cannot be seen and its effects cannot be felt until serious damage has already occurred.

The OSHA exposure limit is 10 milliwatts per square centimeter (10 mW/cm²) averaged over any 6-minute period.

Warning signs must be posted in areas where potentially damaging microwave radiation exists.

The prevention method for microwave radiation exposure is to not be in the path of radar or other microwave emitting devices by either ensuring that the device is not operating or ensuring that there is sufficient shielding between you and the microwave source.

8.56 Rail Road Safety

Careful observation of railroad safety requirements is essential and in the US is governed by the Federal Railroad Administration (FRA). For railroads involving Union Pacific Railroads (UPRR), refer to the "Minimum Safety Requirements for Engineering Department Contractors," of the HSE SharePoint site which addresses training, minimum PPE, and safety requirements.

Permission to enter railroad property must be obtained from the local railroad. Working alone is not anticipated for this work. Contact the RHSM if working alone in the vicinity of railroads becomes necessary. Additional hazard controls will be evaluated by the RHSM and incorporated into the project safety plan.

If required by the client or railroad, all employees must participate in and comply with any job briefings conducted by the railroad's employee in charge (EIC). During these briefings, the railroad's EIC will specify safe work procedures, the potential hazards of the job, and emergency response procedures.

The following PPE must be worn when working around trains and rail-yards.

- Reflective/high-visibility safety vests (orange or green-yellow);
- ANSI Z87.1-approved safety glasses shall be worn to protect from flying debris;
- ANSI-approved hard hat;
- Safety-toed boots (ANSI, CSA, or country/region equivalent);
- Hearing protection is required when employees are within 100 feet of locomotive or roadway/work equipment; 15 feet of power operated tools 150 feet of jet blowers or pile drivers 150 feet of retarders in use (when within 10 feet, employees must wear dual ear protection – plugs and muffs); and
- Any other PPE as required by the PPE section of the project safety plan.

Other general safety requirements include:

- Any work conducted within 25 feet of active tracks must first be approved by the client and any EIC requirements addressed (preferably in an AHA). Training (i.e., On-track Railroad Safety Training) is required in the US Federal Railroad Administration in these instances and may be required in other countries/localities. Coordinate this training with the RHSM or Safety Program Assistant (SPA).
- Attend client's safety training courses, as required, and carry or maintain proof of training as required by the client;
- Always pay attention to moving trains – never assume they are looking out for you;
- Work as far from traveled way as possible to avoid creating confusion for trains;
- Use the "buddy system" when work does not face the direction in which trains are coming from;
- The railroad must be promptly notified of any reportable injury;
- The railroad must be promptly notified of any damage to railroad property;
- All waste must be properly disposed of. No fires are permitted;
- All contractor's vehicles stop at all railroad crossings to ascertain the way is clear;
- Always be on alert for moving equipment in either direction on the tracks. Do not stop or walk on the top of rail, frog, switches, guard rails, or other track components;
- When walking around a standing rail car, stay at least 20 feet behind it. Do not walk between rail cars unless there is a 50 feet clearance between cars. Do not sit on, lie under, or cross between cars; and
- No tools or materials are to be left close to the track when trains are passing.

8.57 Rigging

(Reference CH2M SOP HSE-316, *Rigging*)

Below are the hazard controls and safe work practices to follow when personnel are overseeing or performing rigging. Ensure the requirements in the referenced SOP are followed.

8.57.1 General

- All rigging equipment shall be used only for its intended purpose, inspected by a competent person prior to use, and shall not be loaded in excess of its capacity rating. Defective rigging shall be removed from service.

COPYRIGHT 2017 BY CH2M. THE INFORMATION IN THIS DOCUMENT IS PROPRIETARY."

-
- When CH2M is in control of rigging operations, CH2M shall provide a rigging competent person that will inspect, maintain oversee all rigging operations. The competent person shall use the appropriate rigging inspection log form to inspect wire rope, synthetic slings and/or shackles.
 - Tag lines shall be attached to every load being lifted by a crane.
 - Rigging equipment shall be protected from flame cutting and electric welding operations, and or contact avoided with solvents and chemicals.
 - Rigging equipment, when not in use, shall be stored in an area free from damage caused by environmental elements, hazardous substances, and other factors that may compromise equipment integrity and performance.
 - No modification or addition, which that could affect the capacity and or safe operation of the equipment, shall be made without the manufacturer's written approval.
 - Rigging equipment shall not be shortened with knots, bolts or other makeshift devices.
 - The manufacturer's recommendations shall be followed in determining the safe working loads of the various sizes and types of specific and identifiable hooks. All hooks for which applicable manufacturer's recommendations are available shall be tested to twice the intended safe working load before they are initially put into their initial use. Venders or suppliers will provide documentation of proof testing documentation.
 - Special hoisting devices, slings, chokers, hooks, clamps, or other lifting accessories shall be marked to indicate the safe working loads and shall be proof -tested prior to initial use to 125 percent of their rated load. Vendors or suppliers will provide documentation of proof testing documentation.

8.57.2 Equipment

- Protruding end strands of wire rope shall be covered or blunted.
- Wire rope shall not be used, if in any length of eight diameters, the number of total number of visible broken wires exceeds 10 percent of the total number of wires, or if the rope shows other signs of excessive wear, corrosion, or defect.
- When inspecting the end fittings of wire rope slings, if more than one wire in a lay is broken in the fitting, do not use the sling.
- Synthetic web slings shall be immediately removed from service if any of the following conditions are present:
 - acid or caustic burns; melting or charring of any part of the sling
 - surface; snags, punctures, tears or cuts; broken or worn stitches; distortion of fittings;
 - discoloration of or rotting; red warning line showing.
- Never use makeshift hooks, links or other fasteners. Job or shop hooks and links, or makeshift fasteners, formed from bolts, rods, etc., or other such attachments, shall not be used.
- Alloy steel chains shall have permanently affixed identification stating size, grade, rated capacity and reach.
- Shackles and hooks shall be constructed of forged alloy steel with the identifiable load rating on the shackle or hook.

8.57.3 Rigging Use

- Rigging shall not be pulled from under a load when the load is resting on the rigging.
- Place sling(s) in center bowl of hook.

-
- When attaching slings to the load hoist hook, corners and sharp edges should be “packed” to prevent cutting or damaging the rope or slings.
 - Never use nylon, polyester, or polypropylene web slings, or web slings with aluminum fittings shall not be used where fumes, vapors, sprays, mists or liquids of acids, caustics or phenolics are present.
 - Natural and synthetic fiber rope slings, except for wet frozen slings, may be used in a temperature range from minus 20° F to plus 180° F without decreasing the working load limit. For operations outside this temperature range, and for wet frozen slings, the sling manufacturer’s recommendations shall be followed.
 - When used for eye splices, the U-bolt shall be installed so that the “U” section is in contact with the dead end of the rope.

8.58 Scaffolds

(Reference CH2M SOP HSE-311, *Scaffolds*)

Below are the hazard controls and safe work practices to follow when personnel or subcontractor personnel are using scaffolds. Ensure the requirements in the referenced SOP are followed.

8.58.1 Working from Scaffolds

- All scaffolds must be designed by a qualified person and installed under the supervision of a competent person.
- Do not access scaffolds until the competent person has completed the work shift inspection and has authorized access.
- Follow all requirements established by the competent person or as identified on the scaffold tag.
- Do not access scaffolds until authorized by the competent person.
- Do not access scaffolds that are damaged or unstable at any time and for any reason.
- Only access scaffolds by means of a ladder, stair tower, ladder stand, ramp, integral prefabricated scaffold access, or other equivalent safe means of access. Scaffold cross-bracing shall not be used to access scaffold platforms.
- Remain within the scaffold guardrail system when provided. Leaning over or stepping across a guardrail system is not permitted.
- Use personal fall arrest systems when required by the competent person and when working from suspension scaffolds or boatswains’ chairs.
- Do not stand on objects (boxes, buckets, bricks, blocks, etc.) or ladders on top of scaffold platforms to increase working height unless the platform covers the entire floor area of the room.
- Do not work on scaffolds covered with snow, ice, or other slippery material or work on scaffolds during storms or high winds unless personal fall arrest systems or wind screens are provided and the competent person determines it is safe to remain on the scaffold.
- Do not overload scaffold planks over their rated weight bearing capacity. When feasible, place loads directly over the scaffolds vertical weight bearing structures.

8.58.2 Supported Scaffolds

This section covers the erection, use, and dismantling of supported scaffolds. Supported scaffolds consist of one or more platforms supported by outrigger beams, brackets, poles, legs, uprights, posts, frames, or similar rigid support. Supported scaffolds include frame, fabricated frame, tube and coupler, pole, bricklayer’s, and step

platform. The common requirements for all supported scaffolds are addressed here; the competent person shall ensure scaffold type specific requirements are included as applicable.

- CH2M staff erecting, dismantling, or working on scaffolds must complete the CH2M 10-Hour Construction Safety Awareness training course. Staff must also and receive project-specific scaffold training from a qualified person. Staff shall not use scaffold systems for which they have not been trained.
- A CH2M scaffold competent person shall be assigned to direct and oversee the erection, dismantling, and use of scaffolds. Additionally, they must inspect scaffolds each day prior to use.
- Scaffolds shall be designed by a qualified person and shall be constructed and loaded in accordance with that design.
- Stationary scaffolds over 125 feet (38.1 meters) in height and rolling scaffolds over 60 feet (18.3 meters) in height must be designed by a professional engineer.
- A tag and permit system shall be used to inform personnel of the construction status of the scaffold. At a minimum, the system used shall inform users when a scaffold is complete and safe to be used and when a scaffold is under construction and is not ready to be used. When additional precautions are required to use the scaffold safely, for example, the use of fall protection systems, the system shall identify the precautions to be taken. The tag or permit shall be placed at each means of access to the scaffold. The competent shall be responsible for the tag and permit system.
- A daily safety briefing shall be conducted with all scaffold personnel to discuss the work planned for the day and the HSE requirements to be followed.
- Scaffolds and scaffold components must be capable of supporting, without failure, their own weight and at least 4 times their maximum intended load.
- The site must be inspected to determine ground conditions, strength of supporting structure, and for proximity of electric power lines, overhead obstructions, wind conditions, the need for overhead protection or weather protection coverings.
- Supported scaffolds must be set on base plates, mudsills, or other adequate firm foundation.
- Frame spacing and mudsill size can only be determined after the total loads to be imposed on the scaffold and the strength of the supporting soil or structure are calculated and considered. This analysis must be done by a qualified person.
- Base plates or screwjacks with base plates must be in firm contact with both the sills and the legs of the scaffolding. Compensate for uneven ground with screwjacks with base plates. DO NOT USE unstable objects such as blocks, loose bricks, etc.
- Scaffolds and scaffold components must be inspected for visible defects before each shift by a competent person, and after each occurrence that could affect a scaffold's integrity (such as being struck by a crane).
- Maintain scaffolding and materials (e.g., paint roller extensions, building material) at least 10 feet (3 meters) from overhead power lines for voltages of 50 kV or less, and 10 feet (3 meters) plus 0.4 inch (1.0 cm) for every 1 kV over 50 kV.
- All portable electric equipment must be protected by ground-fault circuit interrupters (GFCIs) or an assured equipment grounding conductor program.

8.58.3 Suspended Scaffolding

Suspension scaffolds consist of one or more platforms suspended by ropes or other non-rigid means from an overhead structure(s). The common requirements for suspended scaffolds are addressed here; the competent person shall ensure scaffold type specific requirements are included as applicable.

- CH2M staff erecting, dismantling, or working on scaffolds must complete the CH2M 10-Hour Construction Safety Awareness training course. Staff must also and receive project-specific scaffold training from a qualified person. Staff shall not use scaffold systems for which they have not been trained.
- A CH2M scaffold competent person shall be assigned to direct and oversee the erection, dismantling, and use of scaffolds. Additionally, they must inspect scaffolds each day prior to use.
- Scaffolds shall be designed by a qualified person and shall be constructed and loaded in accordance with that design.
- A tag and permit system shall be used to inform personnel of the construction status of the scaffold. At a minimum, the system used shall inform users when a scaffold is complete and safe to be used and when a scaffold is under construction and is not ready to be used. When additional precautions are required to use the scaffold safely, for example, the use of fall protection systems, the system shall identify the precautions to be taken. The tag or permit shall be placed at each means of access to the scaffold. The competent shall be responsible for the tag and permit system.
- A daily safety briefing shall be conducted with all scaffold personnel to discuss the work planned for the day and the HSE requirements to be followed.
- Scaffolds and scaffold components must be capable of supporting, without failure, their own weight and at least 4 times their maximum intended load.
- The site must be inspected to determine the strength of supporting structure, and for proximity of electric power lines, overhead obstructions, wind conditions, the need for overhead protection or weather protection coverings.
- Scaffolds and scaffold components must be inspected for visible defects before each shift by a competent person, and after each occurrence that could affect a scaffold's integrity (such as being struck by a crane).
- Maintain scaffolding and materials (e.g., paint roller extensions, building material) at least 10 feet (3 meters) from overhead power lines for voltages of 50 kV or less, and 10 feet (3 meters) plus 0.4 inch (1.0 cm) for every 1 kV over 50 kV.
- All portable electric equipment must be protected by ground-fault circuit interrupters (GFCIs) or an assured equipment grounding conductor program.

8.58.4 Fall Protection on Suspended Scaffolds

- Each employee on a multi-point or two-point adjustable suspension scaffold must be protected by both a guardrail system and a personal fall arrest system.
- Personal fall-arrest systems used on scaffolds shall be attached by lanyard to a vertical lifeline, horizontal lifeline, or scaffold structural member.
- Guardrail systems must be installed along all open sides and ends of platforms, and must be in place before the scaffold is released for use by employees other than erection/dismantling crews.

8.59 Slips, Trips and Falls

'Stop before you go' and evaluate the walking hazards.

- As soon as you enter the area you are working in—whether it's a remote project site, office setting, or construction site, evaluate the conditions and your state of mind.
Pause and evaluate before you get of your vehicle, before heading down a slope, when the terrain changes, when performing a different task.
- Consider whether there is a safer entry point.

This may mean looking at a sloped surface for the best route to traverse or looking for the least hazardous conditions (a cleared path vs. one covered with ice). Weather can be a creator of changed conditions—mud, ice, slick surfaces due to rain, snow. Stop and re-evaluate if the weather created conditions that weren't anticipated.

- Confirm the trip is necessary.

Is it important to collect data from precisely "that spot", or is another location just as good? Are there alternatives to a person walking a challenging area—for example, can we use emerging technologies such as drones to gather information in remote or challenging terrain.

- Consider whether you can justify entering a hazard area to your supervisor, client, or (work) family.

This especially comes into play when working in remote sites where the walking/working conditions aren't in an improved state. If there is any question and you recognize hazards that aren't addressed—always stop. Discuss with your safety manager and/or project manager before an incident occurs to determine the hazard controls. Talking to the PM may reveal you don't need to access that area.

- Reinforce walking on a cleared path, when possible.

Stick to paths that are maintained for walking or designate walkways when working on a congested site. If you find yourself at a remote site—walk on established hiking trails or if there aren't trails, where vehicles have been (being vigilant for any traffic). In office environments, don't cut across landscaped areas—use the crosswalks and stay on pavement.

- Be deliberate about walking, do nothing else but walk.

Cell phones can contribute to 'distracted walking.' Stand in one spot to text, dial a phone number, or use other functions of your mobile device. It only takes a few minutes but can make a big impact because you are free to focus on your surroundings. If you are traversing challenging terrain, halt conversations until you can take a break. Watch for biological hazards such as rattlesnakes, wasps that nest on the ground, poison ivy and oak, depressions or holes, tree roots.

- Lastly, evaluate your state of mind.

Are you rushing, fatigued, or otherwise distracted? Have you been hiking for miles and now find yourself having to traverse challenging terrain? Even with the best of walking surfaces, if you are in any of these trigger states, that may lead to an increased chance of an incident. Stop and take a break and then resume once you've had a chance to refocus.

General

- Institute and maintain good housekeeping practices.
- Designate foot traffic paths in and out of sites, when necessary, to ensure paths are kept free from slip, trip, and fall hazards or to deter personnel from taking "shortcuts" where slip, trip, hazards may be.
- Mitigate icy conditions by keeping foot traffic paths clear of ice and snow.
- Watch footing as you walk to avoid trip hazards, animal holes, or other obstacles, especially in tall grassy areas.

Muddy Conditions

- Muddy conditions present a slipping hazard. Use mats or other similar surface to work from if footing cannot be stabilized.
- Take shortened steps across muddy areas.
- Use a walking staff or other similar means to assist with balance.

Steep Slopes/Uneven Ground/Rock and Vertical Slopes

- Be aware that escarpments can slough. Avoid these areas.
- Exercise caution in relying on rocks and trees/tree stumps to support yourself – many times they are loose.
- Whenever possible, switchback your way up/down steep areas, and maintain a slow pace with firm footing.
- Employees walking in ditches, swales and other drainage structures adjacent to roads or across undeveloped land must use caution to prevent slips and falls which can result in twisted or sprained ankles, knees, and backs.
- Whenever possible observe the conditions from a flat surface and do not enter a steep ditch or side of a steep road bed.
- If steep terrain must be negotiated coordinate with RHSM to evaluate the need for ladders or ropes to provide stability.

Snow and Ice on Walking/Working Surfaces

Housekeeping and Preparedness

- Evaluate whether the work can be postponed until site conditions improve for both our work and our subcontractors.
- Remove snow from walkways regularly and use ice-melt or sand, when necessary.
- Notify those responsible for clearing walkways and work areas when we observe a potentially hazardous location. At our project sites, be sure someone is responsible for maintaining walkways.
- Don't assume that the walk path is not slippery if it has been plowed and sanded already.
- Mark potential hazards (e.g., holes, rebar, plastic, etc.) prior to snowfall. Designate walkways that avoid such hazards.
- Avoid any ice or snow-covered location where a hazard may exist; use a vehicle rather than walking, when possible.
- If you cannot avoid the area, wear shoes or boots that provide traction on snow and ice or use YakTrax™, ice cleats, or similar product (see links below). *Note* - Additional hazards could be introduced if these types of footwear are worn inside, on stairs, etc. Be sure appropriate donning and doffing areas are established.
- Inspect your footwear before wearing it.
- Ensure that your safety plan or Activity Hazard Analysis is up to date and adequately addresses hazards of winter work environments.

How to Walk in Icy Conditions

- Give yourself sufficient time and plan your route.
- Keep your eyes on where you are stepping and GO S-L-O-W-L-Y!! This will help your reaction time to changes in traction.
- Be aware of hazards you might have missed such as black ice and ice covered by snow.
- Keep both hands free for balance --NOT in your pockets.
- When handrails are available – USE THEM!
- Wear gloves to keep hands warm and readily available to hold snow-covered handrails.
- Take short steps or shuffle for stability, bend slightly, and walk flat-footed. Keep your center of gravity directly over your feet as much as possible. Keep your eyes on where you are going. Remember the “Walk like a penguin” method.
- Don't carry too much or block your line of vision.

-
- Be prepared to fall!

How to Fall

Have you ever practiced falling? In the event that you slip and fall while walking in the office, to your car, or on a project site try and remember the following:

- Do not try to break your fall by sticking out your arm, elbow or wrist due to potential for fractures or ligament damage.
- Try instead to create a large surface area by either outstretching your arm and landing on your side or tucking your arm and curling to a ball and landing on your back.

Getting in and out of Vehicles on Icy or Snowy Surfaces

Use special care when entering and exiting vehicles:

- Use the vehicle for support
- Step out planting foot firmly on the ground
- Have hands free for support

8.60 Spotters during Vehicle Backing Operations and Heavy Equipment Tasks

Spotters should be used for these tasks as indicated below.

- Evaluate vehicle operations prior to performing the task to assess the following:
 - Can the distance of reversing the vehicle be eliminated or minimized?
 - Are there any hazards along the route that would interfere with the safe completion of the job including any points along the path of travel where the spotter may be placed in a dangerous position or line of fire?
 - Can the route be modified to make the task safer?
 - Can the route be cleared of workers (pedestrians) within 8 feet (2.5m) of the moving vehicle? If not, do not proceed. Contact HSM and PM.
- In addition to verbal communications, the driver/operator and spotter must agree to communicate via one of the following: hand signals, two-way radio, lights, handheld air horn or other (specify in daily safety briefings, PTSP, etc.).
- Only one spotter should be used at a time.
- Spotters responsibilities are:
 - Position to enable the driver to maintain visual contact with me
 - Never cross the path of travel of a **moving** vehicle
 - Maintain a minimum 8 feet (2.5 m) distance from **moving** vehicle
 - Wear a high visibility vest
 - Wear the PPE requirements for the area
 - Communicate to the driver to **STOP** immediately if any unexpected hazards are observed
 - Never ride on the vehicle while it is moving
 - Keep the route free of people that don't need to be there
- Driver responsibilities include:
 - STOP immediately if visual contact with the spotter is lost
 - STOP immediately if instructed by the spotter
 - STOP immediately if anyone comes within 8 feet (2.5 m) of the vehicle
 - Operate the vehicle so speed does not exceed the walking pace of the spotter

-
- Communicate the blind spots of the vehicle to the spotter
 - Turn radio and any other distractions off in the cab of vehicle
 - Make sure window(s) are open to receive spotter communications
 - Make sure windows and mirrors are clear to ensure good visibility

8.61 Stairways and Ladders

(Reference CH2M SOP HSE-214, *Stairways and Ladders*)

Below are the hazard controls and safe work practices to follow when using stairways and ladders. Ensure the requirements in the referenced SOP are followed.

- Stairway or ladder is generally required when a break in elevation of 19 inches (48.3 cm) or greater exists.
- Personnel should avoid using both hands to carry objects while on stairways; if unavoidable, use extra precautions.
- Personnel must not use pan and skeleton metal stairs until permanent or temporary treads and landings are provided the full width and depth of each step and landing.
- Ladders must be inspected by a competent person for visible defects prior to each day's use. Defective ladders must be tagged and removed from service.
- Always obey and pay attention to warning labels or stickers on the specific ladder being used.
- Ladders must be used only for the purpose for which they were designed and shall not be loaded beyond their rated capacity.
- Ladder safety training on safe use (take the Stairways and Ladders safety training module located on the VO).
- Only one person at a time shall climb on or work from an individual ladder.
- User must face the ladder when climbing; keep belt buckle between side rails.
- Ladders shall not be moved, shifted, or extended while in use.
- User must use both hands to climb; use rope to raise and lower equipment and materials.
- Straight and extension ladders must be tied off to prevent displacement.
- Ladders that may be displaced by work activities or traffic must be secured or barricaded.
- Personnel climbing ladders shall face the ladder and maintain 3 points of contact with the ladder.
- Portable ladders must extend at least 3 feet (91.5 cm) above landing surface.
- Straight and extension ladders must be positioned at such an angle that the ladder base to the wall is one-fourth of the working length of the ladder.
- Stepladders are to be used in the fully opened and locked position.
- Users are not to stand on the top two steps of a stepladder; nor are users to sit on top or straddle a stepladder.
- Fixed ladders \geq 24 feet (7.3 meters) in height must be provided with fall protection devices.
- Fall protection should be considered when working from extension, straight, or fixed ladders greater than six feet (1.8 meters) from lower levels and both hands are needed to perform the work, or when reaching or working outside of the plane of ladder side rails.

8.62 Static Electricity Hazards

Static electricity is generated as liquid flows through pipes, valves, and filters during transfer operations. It can also be produced by entrained water or air, splashing or agitation, and when sediment in the bottom of the tank becomes suspended. Because nonconductive liquids, such as gasoline, naphtha and other flammable liquids, dissipate (or “relax”) static electricity slowly, they pose a risk of dangerous static electric accumulation that can produce sparks inside tanks. Static sparks can readily ignite the vapor-air mixtures of many flammable and combustible liquids. Fire occurs when there is an ignitable vapor-air mixture and a source of ignition, such as a static electric spark.

Common Static-Accumulating Flammable Liquids That May Form Ignitable Vapor-Air Mixtures

VM&P naphtha	Cyclohexane	n-Heptane	Benzene	Styrene
Toluene	n-Hexane	Xylene	Ethyl benzene	

Proper bonding and grounding ensures that static electricity does not accumulate and spark. Bonding is the process of electrically connecting, by wiring or direct contact, conductive objects (e.g., fill nozzles to steel tanks) to equalize their individual electrical potentials to prevent sparking. Grounding is connecting a conductive object (e.g., tanks, totes) to the earth to dissipate electricity from accumulated static, lightning strikes, and equipment faults into the ground, away from employees and equipment. A metal fill nozzle or dip pipe that is bonded to a grounded metal container will not accumulate a static charge.

Requirements:

- Dispensing or transferring of flammable liquids from one container to another shall be done only when containers are electrically interconnected (bonded) and grounded.
- Ensure that equipment such as fill nozzles and hoses are designed for flammable service. Review hose, tank and pump technical documentation to verify it is designed for flammable service.
- Use bonded and grounded metal dip pipes when top-filling portable tanks.
- Portable tanks and containers should be bottom-filled if possible, using a slow velocity of 1 meter per second (3.3 feet per second) or less until the dip pipe is submerged to about 6 inches.
- Review SDSs sheets or test liquids for flammability (e.g., flash point) to verify hazards of materials or wastes.
- Ground locations and bonding must be periodically tested.
- Follow NFPA 30 Flammable and Combustible Liquids Code and NFPA 77 Recommended Practice on Static Electricity.

Figure – Bonding and Grounding Tanks

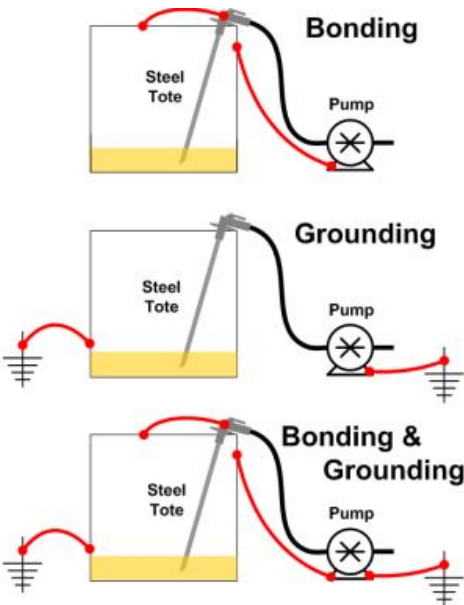


Figure – Bonding and Grounding Vacuum Trucks

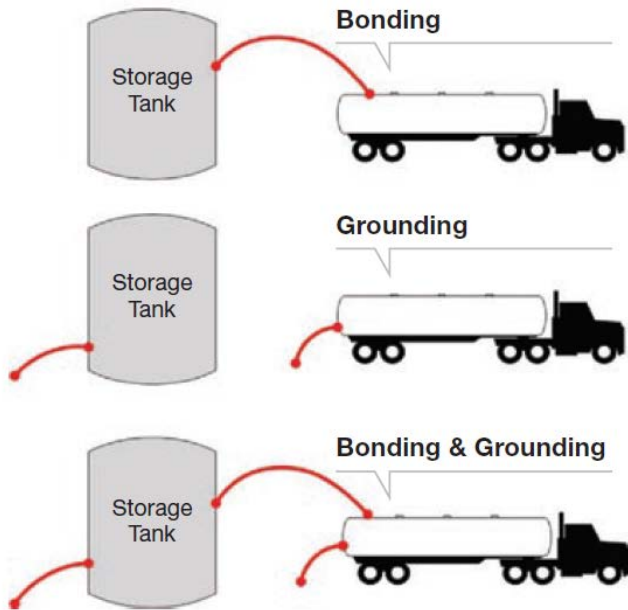
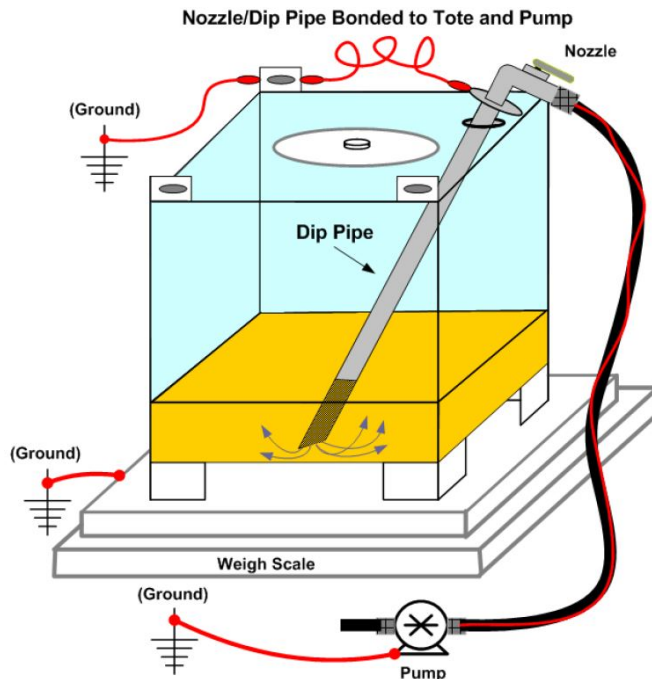


Figure – Dip Pipe and Container Applications



8.63 Steel Erection

(Reference CH2M SOP HSE-312, *Steel Erection*)

Below are the hazard controls and safe work practices to follow when working around or performing steel erection activities. Ensure the requirements in the referenced SOP are followed.

- Protruding reinforcing steel (rebar), onto which personnel could fall, must be guarded to eliminate the hazard of impalement.
- Structural steel loads shall not be released from the hoisting line until the members are secured with at least two bolts, or the equivalent at each connection and drawn up wrench tight.
- Tag lines shall be used for controlling loads.
- Containers shall be provided for storing or carrying rivets, bolts, and drift pins, and secured against accidental displacement when aloft.
- Air line hose sections shall be secured together, except when quick disconnect couplers are used to join sections.
- Impact wrenches used for bolting shall be provided with a locking device for retaining the socket.
- Turnbuckles shall be secured to prevent unwinding while under stress.
- Plumbing-up guys shall be removed only under the supervision of a competent person.
- Metal decking of sufficient strength shall be laid tight and secured to prevent movement.
- Provisions shall be made to secure temporary flooring against displacement. Planks shall overlap the bearing on each end by a minimum of 12 inches (30.5 cm). Wire mesh, exterior plywood, or equivalent, shall be used around columns where planks do not fit tightly.

-
- All unused openings in floors, temporary or permanent, shall be completely planked over or guarded.

8.64 Stream Crossing

Traversing streams present significant hazards, including drowning, hypothermia, and abrasions. When crossing streams, be sure to implement the bulleted items below.

- When walking in streams, first plan the route. Look ahead for exits should there be any difficulty during the crossing, and “read” the water for spots to avoid such as drop offs, sunken logs, and tricky currents.
- Do seek out the safest route – narrow, low flow, shallow. Evaluate deeper and faster moving sections with caution. Backtracking is often dangerous or impossible once committed.
- If streams to be crossed are deeper than “knee deep”, find an alternate crossing location that is less deep.
- Streams should be crossed while facing upstream, stepping side to side, and using a sturdy walking stick. When possible, wade a stream diagonally, moving downstream. Move slowly, keeping the foot on the upstream side in the lead and pointed forward. Your rear, or anchor, foot should point downstream and be at right angles to the lead foot. Move the lead foot forward about half a step, feeling for a solid hold. Next, move the anchor foot forward the same distance – shuffle across so that your anchor foot never passes the lead. This way both feet are always in position to lend support. If you must turn around, do so toward the upstream direction.
- Don’t attempt to cross above rocky rapids or a cascade. Step on submersed rocks with great care.
- If you are working in streams, algae covered rocks should be assumed slippery until tested. Always be alert for unstable and extremely slippery rocks.
- Rocks with green moss or attached plants offer better traction or even better, look for gravel and sand pockets among the stream boulders, which are much more stable, and use a wading staff (if not carrying one, find a suitable one nearby) to steady your balance while crossing. Use a solid wading staff instead of the collapsible type.
- Be cautious of areas where there are submerged or partially submerged trees/tree branches – these can create entanglement hazards during a crossing or a “swim”.
- If streams are crossed that are deeper than “crotch deep”, personnel must use either ropes and/or wear chest waders.
- Choose the right waders (with RHSM/SC involvement).
- Footwear with felt-bottom soles are ideal for rocky bottom streams. The rough texture cuts through algae growing on the rocks and grips well. For very slippery conditions, consider studded felt soles or a slipover, studded sandal. However, felt soles do not provide good traction on muddy, slippery banks. Cleated soles work well for mud or sand bottom streams (a hard molded tread pattern similar to a hiking boot).
- Wear a wading belt with chest waiters to keep your waders from billowing out like a parachute; the currents will carry you and move you in ways you don’t want to move.
- Never wade alone.
- If the wader fills with water, don’t panic. Waders full of water weigh less in water than on land and the water inside doesn’t add any weight as long as you are in the water. Also a common fear is that air trapped in the waders will raise the feet higher than the head and force the face underwater is unfounded. Waders do streamline your legs and kicking is useless. Follow these steps if the waders fill with water:
 - Don’t try to take them off in the water
 - In calm water, wade or swim to shore

-
- In fast-moving water, ride the current:
 - Pull your feet up in front of you, bend your knees
 - Point your feet downstream (so the feet, not the head will bounce off the rocks)
 - Sculling with your hands will help direct to the nearest shallow area
 - When you reach calm water, go ashore and empty your waders
 - Don't waste energy in the vertical position going for the bottom. This position is virtually impossible to maintain and leads quickly to exhaustion (the major cause of drowning).
 - Concentrate on getting out of the water and not saving the equipment.
- The higher the elevation you are at, the steeper the stream gradient is. This means the stream can rise quicker and return to lower flow more quickly.
 - Always wait out a swollen stream if at all possible.
 - If you do slip into the water and are being swept downstream, don't panic. Cold water will be a shock for 2-3 seconds. Pull your knees up, face your feet downstream and lean back, using your hands as best you can to navigate and get to the bank. Keep your head up; you don't want your head underwater banging into rocks. If you stay calm, you can reach water where you can stand up or swim to the bank.
 - When walking along stream banks and not entering streams, wear work boots.

8.65 Storm Water

For projects in the US, an NPDES permit is required for storm water discharges from construction activities that disturb at least 1 acre of land. Generally, permits require:

- Notice of Intent (NOI), which includes general information about the activity and a certification that the activity will not affect endangered or threatened species.
- Storm Water Pollution Prevention Plan (SWPPP), which minimizes the discharge of pollutants from the site.
- Notice of Termination (NOT), which documents that the site has been stabilized or that another operator has assumed control of the site.

8.66 Traffic Control

(Reference CH2M SOP HSE-216, *Traffic Control*)

The following precautions must be taken when working around traffic, and in or near an area where traffic controls have been established by a subcontractor. Ensure the requirements in the referenced SOP are followed.

- CH2M employees must never perform traffic control activities for 3rd party subcontractors.
- Exercise caution when exiting traveled way or parking along street – avoid sudden stops, use flashers, etc.
- Park in a manner that will allow for safe exit from vehicle, and where practicable, park vehicle so that it can serve as a barrier.
- All staff working adjacent to traveled way or within work area must wear reflective/high-visibility safety vests.
- Eye protection should be worn to protect from flying debris.
- Remain aware of factors that influence traffic related hazards and required controls – sun glare, rain, wind, flash flooding, limited sight-distance, hills, curves, guardrails, width of shoulder (i.e., breakdown lane), etc.

- Always remain aware of an escape route (e.g., behind an established barrier, parked vehicle, guardrail, etc).
- Always pay attention to moving traffic – never assume drivers are looking out for you.
- Work as far from traveled way as possible to avoid creating confusion for drivers.
- When workers must face away from traffic, a “buddy system” should be used, where one worker is looking towards traffic.
- When working on highway projects, obtain a copy of the contractor’s traffic control plan.
- Work area should be protected by a physical barrier – such as a K-rail or Jersey barrier.
- Review traffic control devices to ensure that they are adequate to protect your work area. Traffic control devices should: 1) convey a clear meaning, 2) command respect of road users, and 3) give adequate time for proper traffic response. The adequacy of these devices are dependent on limited sight distance, proximity to ramps or intersections, restrictive width, duration of job, and traffic volume, speed, and proximity.
- Either a barrier or shadow vehicle should be positioned a considerable distance ahead of the work area. The vehicle should be equipped with a flashing arrow sign and truck-mounted crash cushion (TMCC). All vehicles within 40 feet (12.2 meters) of traffic should have an orange flashing hazard light atop the vehicle.
- Except on highways, flaggers should be used when 1) two-way traffic is reduced to using one common lane, 2) driver visibility is impaired or limited, 3) project vehicles enter or exit traffic in an unexpected manner, or 4) the use of a flagger enhances established traffic warning systems.
- Lookouts should be used when physical barriers are not available or practical. The lookout continually watches approaching traffic for signs of erratic driver behavior and warns workers.
- Vehicles should be parked at least 40 feet (12.2 meters) away from the work zone and traffic. Minimize the amount of time that you will have your back to oncoming traffic.
- Traffic control training module on the VO shall be completed when CH2M workers who work in and around roadways and who exposed to public vehicular traffic.

8.67 Utilities (underground)

An assessment for underground utilities must be conducted where there is a potential to contact underground utilities or similar subsurface obstructions during intrusive activities. Intrusive activities include excavation, trenching, drilling, hand augering, soil sampling, or similar activities.

The assessment must be conducted before any intrusive subsurface activity and must include at least the following elements:

- A background and records assessment of known utilities or other subsurface obstructions.
- Contacting and using the designated local utility locating service.
- Conducting an independent field survey to identify, locate, and mark potential underground utilities or subsurface obstructions. *Note: This is independent of, and in addition to, any utility survey conducted by the designated local utility locating service above.*
- A visual survey of the area to validate the chosen location.
- When required by the project-specific safety plan, using the Utility Verification Checklist.

When any of these steps identifies an underground utility within 5 feet (1.5 meters) of intrusive work, then non-aggressive means must be used to physically locate the utility before a drill rig, backhoe, excavator or other aggressive method is used.

Aggressive methods are never allowed within 2 feet of an identified high risk utility (see paragraph below).

Any deviation from these requirements must be approved by the Responsible HS Manager and the Project Manager.

Background and Records Assessment of Known Utilities

Identify any client- or location-specific permit and/or procedural requirements (e.g., dig permit or intrusive work permit) for subsurface activities. For military installations, contact the Base Civil Engineer and obtain the appropriate form to begin the clearance process.

Obtain available utility diagrams and/or as-built drawings for the facility.

Review locations of possible subsurface utilities including sanitary and storm sewers, electrical lines, water supply lines, natural gas lines, fuel tanks and lines, communication lines, lighting protection systems, etc. Note: Use caution in relying on as-built drawings as they are rarely 100 percent accurate.

Request that a facility contact with knowledge of utility locations review and approve proposed locations of intrusive work.

Designated Local Utility Locating Service

Contact your designated local utility locating service (e.g., Dig-Safe, Blue Stake, One Call) to identify and mark the location of utilities. In the US, call 811 in the go to www.call811.com to identify the appropriate local service group. Contacting the local utility locating service is a legal requirement in most jurisdictions. (Some US states, [e.g., Washington] require that the entity performing the intrusive work be the responsible for contacting the local service.) Where subcontractors are responsible for the intrusive work, CH2M personnel shall verify the subcontractor has contacted the designated local utility locating service.

Independent Field Survey (Utility Locate)

The organization conducting the intrusive work (CH2M or subcontractor) shall arrange for an independent field survey to identify, locate, and mark any potential subsurface utilities in the work area. This survey is in addition to any utility survey conducted by the designated local utility locating service.

The independent field survey provider shall determine the most appropriate instrumentation/technique or combinations of instrumentation/techniques to identify subsurface utilities based on their experience and expertise, types of utilities anticipated to be present, and specific site conditions.

A CH2M or subcontractor representative must be present during the independent field survey to observe the utility locate and verify that the work area and utilities have been properly identified and marked. If there is any question that the survey was not performed adequately or the individual was not qualified, then arrangements must be made to obtain a qualified utility locate service to re-survey the area. Obtain documentation of the survey and clearances in writing and signed by the party conducting the clearance. Maintain all documentation in the project file.

If the site owner (military installation or client) can provide the independent field survey, CH2M or the subcontractor shall ensure that the survey includes:

- Physically walking the area to verify the work location and identify, locate, and mark underground utility locations;
- Having qualified staff available and instrumentation to conduct the locate;
- Agreeing to document the survey and clearances in writing.
- Should any of the above criteria not be met, CH2M or subcontractor must arrange for an alternate independent utility locate service to perform the survey.

-
- The markings from utility surveys must be protected and preserved until the markings are no longer required. If the utility location markings are destroyed or removed before intrusive work commences or is completed, the PM, SC, or designee must notify the independent utility locate service or the designated local utility locating service to resurvey and remark the area.

Visual Assessment before and during Intrusive Activities

Perform a “360 degree” assessment. Walk the area and inspect for utility-related items such as valve caps, previous linear cuts, patchwork in pavement, hydrants, manholes, utility vaults, drains, and vent risers in and around the dig area.

The visual survey shall include all surface landmarks, including manholes, previous liner cuts, patchwork in pavement, pad-mounted transformers, utility poles with risers, storm sewer drains, utility vaults, and fire hydrants.

If any unanticipated items are found, conduct further research before initiating intrusive activities and implement any actions needed to avoid striking the utility or obstruction.

Completion of the Utility Verification Checklist

When required by the safety plan, the utility verification checklist shall be completed by the SC and submitted to the PM and HSM for review and signature. Follow the instructions on the form and keep it accessible in the field during intrusive operations. Evaluate intrusive activities for changed conditions and contact the PM and HSM to ensure hazards are addressed and whether a new checklist needs to be completed.

Subsurface Activities within 5 feet of an Underground Utility or if there is Uncertainty

When aggressive intrusive activities will be conducted within 5 feet (1.5 meters) of an underground utility or when there is uncertainty about utility locations, locations must be physically verified by non-aggressive means such as air or water knifing, hand digging, or human powered hand augering. Non-conductive tools must be used if electrical hazards may be present. If intrusive activities are within 5 feet (1.5 meters) and parallel to a marked existing utility, the utility location must be exposed and verified by non-aggressive methods every 100 feet (30.5 meters). Check to see if the utility can be isolated during intrusive work.

Intrusive Activities within 2 feet of an Underground Utility

Use non-aggressive methods (hand digging, vacuum excavation, etc.) to perform intrusive activities within 2 feet of a high risk utility (i.e., a utility that cannot be de-energized or would cause significant impacts to repair/replace). Hazardous utilities shall be de-energized whenever possible.

Spotter

A spotter shall be used to monitor for signs of utilities during advancement of intrusive work (e.g., sudden change in advancement of auger or split spoon, presence of pea gravel or sand in soils, presence of concrete or other debris in soils, refusal of auger or excavating equipment). If any suspicious conditions are encountered stop work immediately and contact the PM or RHSM to evaluate the situation. The spotter must have a method to alert an operator to stop the intrusive activity (e.g., air horn, hand signals).

8.68 Utilities (overhead)

Proximity to Power Lines

It must be determined whether equipment operations including, positioning, and traveling will occur in proximity to power lines within 20 feet (6.1 meters) for line voltage up to 350 kilo volts (kV), and within 50 feet (15.2 meters) for line voltage between 350 kV to 1000 kV. For power lines over 1000 kV, the distance must be determined by the utility/operator or qualified registered professional engineer in electrical power transmission and distribution.

Operations adjacent to overhead power lines are PROHIBITED unless one of the following conditions is satisfied:

- Power has been shut off, positive means (such as lockout) have been taken to prevent the lines from being energized, lines have been tested to confirm the outage, and the utility company has provided a signed certification of the outage.
- The minimum clearance from energized overhead lines is as shown in the tables below, or the equipment will be repositioned and blocked to ensure that no part, including cables, can come within the minimum clearances shown in the table. [NOTE: Outside of the US, check with local and provincial code for more stringent requirements. The more stringent requirement will be followed.]
- The power line(s) has been isolated through the use of insulating blankets which have been properly placed by the utility. If insulating blankets are used, the utility will determine the minimum safe operating distance; get this determination in writing with the utility representative's signature.
- All inquiries regarding electric utilities must be made in writing and a written confirmation of the outage/isolation must be received by the PM prior to the start of work.

MINIMUM DISTANCES FROM POWERLINES - US

Powerlines Nominal System Kv	Minimum Required Distance, Feet (Meters)
0-50	10 (3.0)
50-200	15 (4.6)
201-350	20 (6.1)
351-500	25 (7.6)
501-750	35 (10.7)
751-1000	45 (13.7)
Over 1000	Established by utility owner/operator or by a professional engineer in electrical power transmission/distribution

(These distances have been determined to eliminate the potential for arcing based on the line voltage.)

MINIMUM DISTANCES FROM POWERLINES – ALBERTA

Operating voltage between conductors of overhead powerline	Safe limit of approach distance for persons and equipment
0-750 volts (insulated or polyethylene covered conductors – entire length)	300 millimetres
0-750 volts (bare, uninsulated)	1.0 metre
Above 750 volts (insulated conductors – entire length, rated and tested)	1.0 metre
750 volts to 40 kilovolts	3.0 metres
69 kilovolts, 72 kilovolts	3.5 metres
138 kilovolts, 144 kilovolts	4.0 metres
230 kilovolts, 260 kilovolts	5.0 metres
500 kilovolts	7.0 metres

(These distances have been determined to eliminate the potential for arcing based on the line voltage.)

MINIMUM DISTANCES FROM POWERLINES – British Columbia, Manitoba, NWT, Ontario, Saskatchewan, and Yukon

Voltage of live Powerlines	Minimum Required Distance, Metres (Feet)
750 to 75,000 volts	3 (10)
75,000 to 250,000 volts	4.5 (15)
250,000 to 550,000 volts	6 (20)

(These distances have been determined to eliminate the potential for arcing based on the line voltage.)

8.69 Vacuum Trucks

When CH2M personnel are exposed to vacuum truck operations, the following safe work practices/hazard controls shall be implemented.

- A pre-operational check should be performed on the vacuum truck before use. Operators must be familiar with the operator's manual.
- Operators of vacuum trucks should be trained and familiar with the equipment. At least one person should be operating the boom and one person signaling and assisting the boom operator.
- Before use the hoses and lines should be checked for fraying and connections checked for leakage. Proper selection of hose diameter and type of hose (smooth bore hose vs. corrugated hose) is vital before the job is performed.
- The amount of force produced by a vacuum truck can kill hose operators. If an eight-inch hose gets stuck to your body at 27 inches Hg, it can be fatal. All trucks should be equipped with an emergency release the hose operator or assistant can initiate if a worker gets sucked into a hose. A remote release, manual release near the truck and an inline "T" should be present on the truck. The inline "T" should be installed between the very last section of hose and the working section of hose. The cord that releases the in-line relief should be tethered to the hose handler's belt or a watch buddy should be nearby holding the cord and ready to relieve in the event of an emergency. Operators should never attempt to vacuum hose with any part of their body to check for suction.
- Tanks on vacuum trucks are a confined space. Before the tank is opened and anyone enters a confined space assessment should be performed.
- The truck should always be grounded before use. The static electricity produced when sucking materials into the system can produce a spark and ignite anything in the tank or hose. Use of a grounding wire will prevent static electric explosions. Vacuum trucks should not be used to pump mixtures with a flash point less than 140 degrees or less - this is an accepted industry standard - refer to the operators manual for more information.
- When positioning truck to work, be extra cautions of personnel and other equipment located next to truck.
- Wet and dry material should not be mixed in the tank.
- When swinging the boom, change directions slowly.
- Do not load dump body beyond rated capacity. Be aware of possible load surge when turning or braking.

8.70 Vinyl Chloride

(Reference CH2M, SOP HSE-512, *Vinyl Chloride*)

Vinyl Chloride is considered a "Confirmed Human Carcinogen." Vinyl Chloride has a mild, sweet, chloroform-like odor.

CH2M is required to control employee workplace exposure to vinyl chloride when personal exposures are at or above 1.0 ppm as an 8-hour time-weighted average (TWA) or above 5.0 ppm short term exposure limit (STEL), by implementing a program that meets the requirements of the governing regulatory agency (e.g., in the US: Occupational Safety and Health Administration (OSHA) Vinyl Chloride standard, 29 CFR 1910.1017; in Canada: Provincial OH&S Code/Regulation, etc.). The elements of the CH2M vinyl chloride program include the following:

- Exposure monitoring
- Methods of control, including personal protective equipment (PPE) and respirators
- Medical surveillance
- Training on hazards of vinyl chloride and control measures (includes project-specific training and the computer-based training on CH2M's Virtual Office, *Vinyl Chloride*)
- Record keeping requirements

If air monitoring indicates there is potential exposure at the action level concentrations above, notify the RHSM to ensure the above have been adequately addressed. Other exposure control measures include:

- Do not enter regulated work areas unless training, medical monitoring, and PPE requirements established by the competent person have been met.
- Do not eat, drink, smoke, chew tobacco or gum, or apply cosmetics in regulated areas.
- Respiratory protection and other exposure controls selection shall be based on the most recent exposure monitoring results obtained from the competent person.
- Review the fact sheet included as an attachment to the SOP.

8.71 Wastewater

Minimization – The following waste-minimizing procedures will be followed:

- Use low-flow sampling techniques to minimize the amount of purge water.
- Use a low-volume steam pressure wash rather than a regular pressure wash, when possible, for decontaminating field equipment and non-dedicated sampling equipment.
- Minimize volumes of wash liquids used during tank and hand tool decontamination.
- Use aspirating spray bottles or canisters to rinse sampling equipment with isopropanol, hexane, and/or reagent-grade water.
- Allow decontamination fluids to evaporate.
- Maximize the use of disposable equipment that does not require decontamination.
- Chemical cleaners and phosphate detergents should be added to cleaning solutions only when completely necessary. Pressure washing and/or steam cleaning is encouraged.
- Wastewater will be segregated from all other materials and wastes that would possibly limit their potential for discharge to a sanitary sewer, or suitability for recycling.

Characterization – Wastewaters will generally be characterized in accordance with the following steps:

- Review location history and collect generator (contractor and facility representative) knowledge of the waste stream
- Collect representative samples for analysis
- If not suitable for discharge, determine whether material is a hazardous waste

-
- Complete characterization in accordance with requirements of intended treatment or disposal facility

Wastewaters will be characterized as nonhazardous waste or hazardous waste. Contact the project REM as needed for recommended chemical analyses based on the source of the wastewater and the intended disposition of the wastewater.

Containerization – The following material/waste container guidelines will be observed each time wastewaters are containerized:

- When practical, all wastewaters will be pumped directly into a properly placarded vehicle (vacuum and/or tanker truck). This is typically done for USTs and pipelines.
- All drums and portable tanks (containers) used for containerization of wastewaters shall be in good condition and in the US will be UN approved as specified in 49 CFR Part 173.

Treatment and Disposal – Recycling should be considered to minimize the quantity of waste required for disposal. The following paragraphs describe the specific procedures for the various disposal routes.

- **On-Site** – The on-site options for non-hazardous wastewaters include the following:
 - On-site discharge for dust control, or irrigation for monitoring well development and purge waters
 - Discharge to the local sanitary sewer (with appropriate approval)
 - On-site treatment prior to discharge to the sanitary sewer (with appropriate approval)
- **Off-Site** – If it is determined that the wastewater is not suitable for discharge on-location, then the preferred methods are discharge to the sanitary sewer, or onsite treatment and discharge followed by treatment and recycling.
 - **Non-Hazardous Waste Disposal** – The wastewater will be profiled with a wastewater treatment facility/used oil recycler and transported under a nonhazardous waste manifest as “Nonhazardous waste, liquid (*state the source of the wastewater*)” or another appropriate shipping description as required.
 - **Hazardous Waste Disposal** – In the event the wastewater is not amenable to onsite treatment before discharge to a sanitary sewer and is determined to be hazardous, it will require disposal as a hazardous waste at a RCRA-permitted TSDF. See [SOP HSE-408 Waste Analysis and Characterization](#) for further instruction on characterizing waste and [SOP HSE-409 Hazardous Waste](#) for instruction on managing hazardous waste.

8.72 Welding and Cutting

(Reference CH2M, SOP-314, *Welding and Cutting*)

Below are the hazard controls and safe work practices to follow when working around or performing welding and cutting. Ensure the requirements in the referenced SOP are followed.

- Workers designated to operate welding and cutting equipment shall have been properly instructed and qualified to operate such equipment.
- Before welding or cutting is permitted, the area shall be inspected by the individual responsible for authorizing the welding or cutting operation. The authorization, preferably in the form of a written permit, shall detail precautions to be taken before work is to begin.
- Suitable fire extinguishing equipment shall be immediately available in the work area.
- Flame-resistant blankets shall be used to control sparks produced by welding and cutting operations from traveling to lower levels or adjacent surfaces.

-
- If the valve on a fuel-gas cylinder is found to leak around the valve stem, the valve shall be closed and the gland nut tightened. If this does not stop the leak, the cylinder is to be tagged and removed from service.
 - Nothing should be placed on top of a cylinder or manifold that will damage it or interfere with the quick closing of the valve.
 - Flow gages and regulators shall be inspected prior to use and removed from cylinders when not in use.
 - Hoses, leads, and cables shall be not be routed through doorways and walkways unless covered, elevated, or protected from damage. Where hoses, leads, and cables pass through wall openings, adequate protection shall be provided to prevent damage.
 - Flash arresters shall be installed at the torch handle.
 - Arc welding electrodes shall not be struck against compressed gas cylinders to strike an arc.
 - All arc welding or cutting operations shall be shielded by noncombustible or flame resistant screens to protect employees or other persons in the vicinity from the direct rays of the arc.
 - Proper ventilation shall be provided so as to maintain the level of contaminants in the breathing zone of welders below applicable permissible exposure limits.
 - When the potential for an explosive atmosphere exists in the immediate area of welding or cutting operations, air monitoring instruments shall be used to verify that no explosive atmosphere is present before or during welding or cutting operations.
 - An assigned Fire Watch shall be maintained at least a half an hour after the welding or cutting operation was completed. The fire watch must be identifiable with a distinguishable hard hat and/or vest.
 - Minimum personal protective equipment includes the following:
 - Safety-toed shoes or boots, hard hats, and safety glasses
 - Body protection (such as gloves, coveralls, or Tyvek) when chemical hazards exist
 - Hearing protection when working in close proximity to loud equipment and machinery
 - Protective clothing and gloves to prevent burns
 - Suitable eye protective equipment for the type of welding or cutting performed
 - Opaque screens to block arc flash from arc welding and cutting operations
 - Mechanical ventilation systems for welding and cutting operations conducted in enclosed or confined spaces
 - Air monitoring or sampling equipment to evaluate airborne concentrations of welding and cutting contaminants
 - Respiratory protection when airborne concentrations of contaminants exceed regulatory limits

8.72.1 Compressed Gas Cylinders

- Cylinders being transported, moved, or stored shall have valve protection caps installed. When transported by motor vehicle, hoisted, or carried, cylinders shall be in the vertical position.
- Oxygen cylinders in storage shall be separated from fuel-gas cylinders or combustible materials by a minimum of 20 feet (6.1 meters) or by a noncombustible barrier at least 5 feet (1.5 meters) high having a fire resistant rating of at least one half hour.

-
- Inside of buildings, cylinders shall be stored in well-ventilated, dry locations at least 20 feet (6.1 meters) from highly combustible materials. Cylinders should be stored in definitely assigned places away from elevators, stairs, or gangways. Assigned storage areas shall be located where cylinders will not be knocked over or damaged.
 - During use, cylinders shall be kept far enough away from the actual welding and cutting operations to prevent sparks, hot slag, or flames from reaching them. When impractical, fire resistant shields shall be provided.
 - Cylinders containing oxygen or fuel-gas shall not be taken into confined spaces.
 - If cylinders are frozen, warm (not boiling) water shall be used to thaw them.

8.72.2 Welding and Cutting Equipment

- Fuel-gas and oxygen hoses shall be easily distinguishable from each other and shall not be interchangeable between fuel-gas and oxygen.
- Hoses shall be inspected at the beginning of each shift. Defective hoses shall be removed from service.
- Hose couplings shall be designed to be disconnected with a rotary motion, not by straight pull.
- Torches shall be inspected at the beginning of each shift for leaking valves, connections, and couplings. Defective torches shall be removed from service.
- Torches shall be ignited with friction lighters, not open flames or hot work.

8.72.3 Arc Welding and Cutting

- Only manual electrode holders that are designed for arc welding or cutting and are capable of safely handling the maximum rated current shall be used.
- Only cable that is free from repair or splices for a minimum distance of 10 feet (3 meters) from the cable's attachment to the electrode holder shall be used.
- Any current-carrying part that arc welders or cutters grip in their hand, as well as the outer surfaces of the jaws of the holder, shall be fully insulated against the maximum voltage encountered to ground.
- The frames of arc welding or cutting machines shall be grounded. Grounding circuits, other than by means of the structure, shall be checked to ensure that the circuit between the ground and the grounded power conductor has resistance low enough to permit sufficient current flow to cause the fuse or circuit breaker to interrupt the current.
- When electrode holders are left unattended, the electrode shall be removed and the holder placed where it cannot harm employees.
- Hot electrode holders shall not be dipped in water to cool them.
- When welding or cutting is stopped for any appreciable length of time, or before the welding or cutting machine is moved, the power shall be shut off.
- Before starting welding or cutting operations, all connections to the machine shall be checked.

8.72.4 Toxic Fumes and Gases

- General mechanical or local exhaust ventilation shall be provided when welding or cutting in a confined space.
- Contaminated air exhausted from the work area shall be discharged into the open air or otherwise clear of the intake air.

- Other employees exposed to the same atmosphere as the welder or cutter shall be protected in the same manner as the welder or cutter.
- In enclosed spaces, all surfaces covered with toxic preservative coatings shall be stripped to a distance of at least four inches from the area to be heated, or the worker shall be protected with an air-line respirator.
- Welding or cutting in an enclosed space shall be performed with local exhaust ventilation or air-line respirators when the following metal bases, fillers, or coatings are involved: lead, cadmium, mercury, zinc, stainless steel, or beryllium.
- Employees welding or cutting in the open air and who are exposed to the metals noted above shall be protected with filter-type respirators; however, when working with beryllium, the employee shall be protected with an air-line respirator.

8.72.5 Fire Prevention

- When the potential for an explosive atmosphere exists in the immediate area of welding or cutting operations, air monitoring instruments shall be used to verify that no explosive atmosphere is present before or during welding or cutting operations.
- When welding or cutting on walls, floors, or ceilings, the same precautions shall be taken on the opposite side as for the welding or cutting side.
- Whenever openings or cracks in the floor, walls, or doorways cannot be closed, precautions shall be taken to prevent combustible materials in other areas from coming in contact with sparks.
- To prevent fire in enclosed spaces, the gas supply to the torch shall be shut off at some point outside the enclosed space whenever the torch is not in use or is left unattended.
- Drums or hollow structures that have contained toxic or flammable substances shall be filled with water or thoroughly cleaned, ventilated, and tested before welding or cutting on them.
- Before heat is applied to a drum, container, or structure, a vent or opening shall be provided to release built-up pressure during the application of heat.
- Before welding or cutting on any surface covered by a preservative coating whose flammability is unknown, a competent person shall test to determine its flammability.
- Preservative coatings shall be considered highly flammable when scrapings burn rapidly.
- When preservative coatings are determined to be highly flammable, they shall be stripped from the area to be heated.

8.73 Working Around Material Handling Equipment

When CH2M personnel are exposed to material handling equipment, the following safe work practices/hazard controls shall be implemented:

- Never approach operating equipment from the rear. Always make positive contact with the operator, and confirm that the operator has stopped the motion of the equipment.
- Never approach the side of operating equipment; remain outside of the swing and turning radius.
- Maintain distance from pinch points of operating equipment.
- Never turn your back on any operating equipment.
- Never climb onto operating equipment or operate contractor/subcontractor equipment.
- Never ride contractor/subcontractor equipment unless it is designed to accommodate passengers and equipped with firmly attached passenger seat.

-
- Never work or walk under a suspended load.
 - Never use equipment as a personnel lift; do not ride excavator buckets or crane hooks.
 - Always stay alert and maintain a safe distance from operating equipment, especially equipment on cross slopes and unstable terrain.
 - Wear a high visibility safety vest or high visibility clothing.

8.74 Working Alone

(Reference CH2M Core Standard, *Working Alone*)

Personnel can only be tasked to work alone by the Project Manager who shall assess potential hazards and appropriate control measures, with assistance from the Responsible Health and Safety Manager (RHSM).

“Lone workers” with an accountability system in place is permitted, depending on the hazards presented during the execution of the task. Reference the “Lone Worker Protocol” included as an attachment to the project safety plan.

Only limited operations task are permitted to be performed alone. Activities that are not permitted to be performed by a lone worker include the following:

- Working at heights (e.g., on ladders, lifts, scaffolding);
- Energy isolation (e.g., lockout/tagout);
- Any entry into a confined space;
- Work involving electricity or other hazardous equipment (e.g., chainsaws);
- Intrusive work;
- Work over or near water; and
- Working in an area where there is an increased potential for violence.

An AHA shall be developed that shall include:

- Type or nature of work to be conducted by the lone worker;
- Location of the work
- Length of time the worker will be working alone; and
- Any characteristics of the individual working alone which may increase the risk to the worker (e.g., medical conditions).

The employee working alone shall at all times be equipped with a working voice communication device such as a cellular phone, satellite phone, personal alarms, or two-way radio to check-in to their project contact (s) at pre-determined times. For some work, a satellite-based communication system may be appropriate (i.e., a “SPOT” device).

Call-In System for Lone Worker Accountability

The employee working alone shall at all times be equipped with a working voice communication device such as a cellular phone, satellite phone, personal alarms, or two-way radio to check-in to their project contact (s) at pre-determined times.

Each time before going into the field, a “Call in contact Form” shall be completed by the lone worker and given to the call-in office worker contact prior to going into the field.

During field work, a copy of “The Lone Worker Call-In Contact Form” should be maintained by both the “Office Contact Worker” and the field-worker (“Lone Worker”). Lone Worker and Office Contact Worker must both have cell phones and each other’s phone number, plus one other alternate phone number.

COPYRIGHT 2017 BY CH2M. THE INFORMATION IN THIS DOCUMENT IS PROPRIETARY.”

Lone worker shall call the office contact worker when he/she has arrived on-site, before exiting his/her vehicle. On this phone call, a time shall be arranged for a “check-in” call to be made by the field worker, based on duration of task. On each “check-in” call a time should be arranged for the next “check-in” call. Document these times on the form.

Lone Worker shall carry his or her cell-phone throughout the field event and put the ringer on its loudest setting as wind or other noise can muffle the sound. If, for any reason the cell-phone becomes inoperable, the field-worker shall immediately stop work, leave the site and find an alternative method of contacting the Office Contact Worker to verify their safety and to inform them of the issue.

Work shall not proceed in the field until the Lone Worker has a working device that provides communication with the Office Contact Worker.

Upon completion of work activities, Lone Worker should pack up all materials and prepare to leave site. Then, before starting the engine of the vehicle to leave site, the Lone Worker should contact the office-worker and inform him or her that work is complete and that he or she is leaving the site. A final call shall be made by the lone work to the office worker to confirm he/she has reached their destination.

If at any time, the Office Contact Worker does not receive a “check-in” call at the scheduled time he/she should attempt to contact Lone Worker. If no contact is made then the Office Contact Worker should contact the facility contact person to check on the Lone Worker.

If no contact is made with the Lone Worker, then the Office Contact Worker shall contact the PM and/or RHSM to let them know they are going to inform emergency services inform that there is a possible emergency and instruct them to go to the field location and assist the Lone Worker. The Office Contact Worker will provide to emergency services the Lone Worker’s name, their last known location, vehicle description and their contact information.

Call in contact Form shall be completed by lone worker and given to call in contact prior to going into the field. Refer to the “Lone Worker Protocol” attached to the project safety plan.

8.75 Working Over Water

If any activities pose a risk to drowning implement the following during the activity:

- Fall protection should be provided to prevent personnel from falling into water. Where fall protection systems are not provided and the danger of drowning exists, Coast Guard-approved personal flotation devices (PFDs), or a life jacket, shall be worn.
- Provide employees with an approved life jacket or buoyant work vest (USCG for U.S. operations).
 - Employees should inspect life jackets or work vests daily before use for defects. Do not use defective jackets or vests.
- Post ring buoys with at least 90 feet (27.4 meters) of 3/8-inch solid-braid polypropylene (or equal) line next to the work area. If the work area is large, post extra buoys 200 feet (61 meters) or less from each other.
- Provide at least one life saving skiff, immediately available at locations where employees are working over or adjacent to water.
 - Ensure the skiff is in the water and capable of being launched by one person and is equipped with both motor and oars.
- Designate at least one employee on site to respond to water emergencies and operate the skiff at times when there are employees above water.
 - If the designated skiff operator is not within visual range of the water, provide him or her with a radio or provide some form of communication to inform them of an emergency.

-
- Designated employee should be able to reach a victim in the water within three to four minutes.
 - Ensure at least one employee trained in CPR and first aid is on site during work activities.

9. Physical Hazards and Controls

Physical hazards include exposure to temperature extremes, sun, noise, and radiation. If you encounter a physical hazard that has not been identified in this Handbook or the project safety plan, contact the RHSM so hazard controls can be addressed.

9.1 Noise

(Reference CH2M SOP HSE-108, *Hearing Conservation*)

CH2M is required to control employee exposure to occupational noise levels of 85 decibels, A-weighted, (dBA) and above by implementing a hearing conservation program that meets the requirements of the OSHA Occupational Noise Exposure standard, 29 CFR 1910.95 (in Canada: Provincial OH&S Code/Regulations). A noise assessment may be conducted by the RHSM or designee based on potential to emit noise above 85 dBA and also considering the frequency and duration of the task.

- Areas or equipment emitting noise at or above 90dBA shall be evaluated to determine feasible engineering controls. When engineering controls are not feasible, administrative controls can be developed and appropriate hearing protection will be provided.
- Areas or equipment emitting noise levels at or above 85 dBA, hearing protection must be worn.
- Employees exposed to 85 dBA or a noise dose of 50 percent must participate in the Hearing Conservation program including initial and annual (as required) audiograms.
- The RHSM will evaluate appropriate controls measures and work practices for employees who have experienced a standard threshold shift (STS) in their hearing.
- Employees who are exposed at or above the action level of 85 dBA are required to complete the online Noise Training Module located on CH2M's virtual office.
- Hearing protection will be maintained in a clean and reliable condition, inspected prior to use and after any occurrence to identify any deterioration or damage, and damaged or deteriorated hearing protection repaired or discarded.
- In work areas where actual or potential high noise levels are present at any time, hearing protection must be worn by employees working or walking through the area.
- Areas where tasks requiring hearing protection are taking place may become hearing protection required areas as long as that specific task is taking place.
- High noise areas requiring hearing protection should be posted or employees must be informed of the requirements in an equivalent manner and a copy of the OSHA standard (29 CFR 1910.95), Provincial OH&S Code/Regulation, or other governing regulation shall be posted in the workplace.

9.2 Ultraviolet Radiation (sun exposure)

Health effects regarding ultraviolet (UV) radiation are confined to the skin and eyes. Overexposure can result in many skin conditions, including erythema (redness or sunburn), photoallergy (skin rash), phototoxicity (extreme sunburn acquired during short exposures to UV radiation while on certain medications), premature skin aging, and numerous types of skin cancer. Implement the following controls to avoid sunburn.

Limit Exposure Time

- Rotate staff so the same personnel are not exposed all of the time.
- Limit exposure time when UV radiation is at peak levels (approximately 2 hours before and after the sun is at its highest point in the sky).

-
- Avoid exposure to the sun, or take extra precautions when the UV index rating is high.

Provide Shade

- Take lunch and breaks in shaded areas.
- Create shade or shelter through the use of umbrellas, tents, and canopies.
- Fabrics such as canvas, sailcloth, awning material and synthetic shade cloth create good UV radiation protection.
- Check the UV protection of the materials before buying them. Seek protection levels of 95 percent or greater, and check the protection levels for different colors.

Clothing

- Reduce UV radiation damage by wearing proper clothing; for example, long sleeved shirts with collars, and long pants. The fabric should be closely woven and should not let light through.
- Head protection should be worn to protect the face, ears, and neck. Wide-brimmed hats with a neck flap or “Foreign Legion” style caps offer added protection.
- Wear UV-protective sunglasses or safety glasses. These should fit closely to the face. Wrap-around style glasses provide the best protection.

Sunscreen

- Apply sunscreen generously to all exposed skin surfaces at least 20 minutes before exposure, allowing time for it to adhere to the skin.
- Re-apply sunscreen at least every 2 hours, and more frequently when sweating or performing activities where sunscreen may be wiped off.
- Choose a sunscreen with a high sun protection factor (SPF). Most dermatologists advocate SPF 30 or higher for significant sun exposure.
- Waterproof sunscreens should be selected for use in or near water, and by those who perspire sufficiently to wash off non-waterproof products.
- Check for expiration dates, because most sunscreens are only good for about 3 years. Store in a cool place out of the sun.
- No sunscreen provides 100 percent protection against UV radiation. Other precautions must be taken to avoid overexposure.

9.3 Temperature Extremes

(Reference CH2M SOP HSE-211, *Heat and Cold Stress*)

Each employee is responsible for the following:

- Recognizing the symptoms of heat or cold stress;
- Taking appropriate precautionary measures to minimize their risk of exposure to temperature extremes (see following sections); and
- Communicating any concerns regarding heat and cold stress to their supervisor or SC.

9.3.1 Heat

Heat-related illnesses are caused by more than just temperature and humidity factors.

Physical fitness influences a person's ability to perform work under heat loads. At a given level of work, the more fit a person is, the less the physiological strain, the lower the heart rate, the lower the body temperature (indicates less retrained body heat—a rise in internal temperature precipitates heat injury), and the more efficient the sweating mechanism.

Acclimatization is a gradual physiological adaptation that improves an individual's ability to tolerate heat stress. Acclimatization requires physical activity under heat-stress conditions similar to those anticipated for the work. With a recent history of heat-stress exposures of at least two continuous hours per day for 5 of the last 7 days to 10 of the last 14 days, a worker can be considered acclimatized. Its loss begins when the activity under those heat-stress conditions is discontinued, and a noticeable loss occurs after 4 days and may be completely lost in three to four weeks. Because acclimatization is to the level of the heat-stress exposure, a person will not be fully acclimatized to a sudden higher level; such as during a heat wave.

Dehydration reduces body water volume. This reduces the body's sweating capacity and directly affects its ability to dissipate excess heat.

The ability of a body to dissipate heat depends on the ratio of its surface area to its mass (surface area/weight).

Heat dissipation is a function of surface area, while heat production depends on body mass. Therefore, overweight individuals (those with a low ratio) are more susceptible to heat-related illnesses because they produce more heat per unit of surface area than if they were thinner. Monitor these persons carefully if heat stress is likely.

When wearing **impermeable clothing**, the weight of an individual is not as important in determining the ability to dissipate excess heat because the primary heat dissipation mechanism, evaporation of sweat, is ineffective.

SYMPTOMS AND TREATMENT OF HEAT STRESS

	Heat Syncope	Heat Rash	Heat Cramps	Heat Exhaustion	Heat Stroke
Signs and Symptoms	Sluggishness or fainting while standing erect or immobile in heat.	Profuse tiny raised red blister-like vesicles on affected areas, along with prickling sensations during heat exposure.	Painful spasms in muscles used during work (arms, legs, or abdomen); onset during or after work hours.	Fatigue, nausea, headache, giddiness; skin clammy and moist; complexion pale, muddy, or flushed; may faint on standing; rapid thready pulse and low blood pressure; oral temperature normal or low	Red, hot, dry skin; dizziness; confusion; rapid breathing and pulse; high oral temperature.
Treatment	Remove to cooler area. Rest lying down. Increase fluid intake. Recovery usually is prompt and complete.	Use mild drying lotions and powders, and keep skin clean for drying skin and preventing infection.	Remove to cooler area. Rest lying down. Increase fluid intake.	Remove to cooler area. Rest lying down, with head in low position. Administer fluids by mouth. Seek medical attention.	Cool rapidly by soaking in cool—but not cold—water. Call ambulance, and get medical attention immediately!

Precautions

- Drink 16 ounces of water before beginning work. Disposable cups and water maintained at 50°Fahrenheit (10 degrees Celsius [C]) to 60°Fahrenheit (F) (15.6 degrees C) should be available. Under severe conditions, drink 1 to 2 cups every 20 minutes, for a total of 1 to 2 gallons (7.5 liters) per day. Remind employees to drink water throughout their work shift.
- Alternating water consumption with a sports drinks (e.g., Gatorade, Powerade, Sqwincher) to help maintain electrolyte balance, especially when working in hot conditions for more than 2 hours, may be necessary. The recommended hydration protocol is alternating water with a sports drink at a one-to-one ratio. Also eating regular meals and salt-containing snacks can also replace electrolytes lost during sweating.
- Do not use alcohol in place of water or other nonalcoholic fluids. Decrease your intake of coffee and caffeinated soft drinks during working hours.
- Acclimate to site work conditions by slowly increasing workloads; for example, do not begin site work with extremely demanding activities. Closely monitor employees during their first 14 days of work in the field.
- Supervisors and SCs must continually observe employees throughout the work shift for signs and symptoms of heat stress or illness. Employees must monitor themselves for heat stress as well as observe their co-workers.
- Effective communication must be maintained with employees throughout the work shift either by voice, observation, or electronic device.
- Use cooling devices, such as cooling vests, to aid natural body ventilation. These devices add weight, so their use should be balanced against efficiency.
- Use mobile showers or hose-down facilities to reduce body temperature and cool protective clothing.
- Conduct field activities in the early morning or evening and rotate shifts of workers, if possible.
- Avoid direct sun whenever possible, which can decrease physical efficiency and increase the probability of heat stress. Take regular breaks in a cool, shaded area. Use a wide-brim hat or an umbrella when working under direct sun for extended periods.
- Provide adequate shade to protect personnel against radiant heat (sun, flames, hot metal).
- Use portable fans for convection cooling or in extreme heat conditions, an air-conditioned rest area when needed.
- In hot weather, rotate shifts of workers.
- Maintain good hygiene standards by frequent changes of clothing and showering. Clothing should be permitted to dry during rest periods. Persons who notice skin problems should consult medical personnel.
- Brief employees initially before the project work begins and routinely as part of the daily safety briefing, on the signs and symptoms of heat-relatedness illnesses, precautions and emergency procedures to follow as described in the project safety plan.
- Observe one another for signs of heat stress. PREVENTION and communication is key.

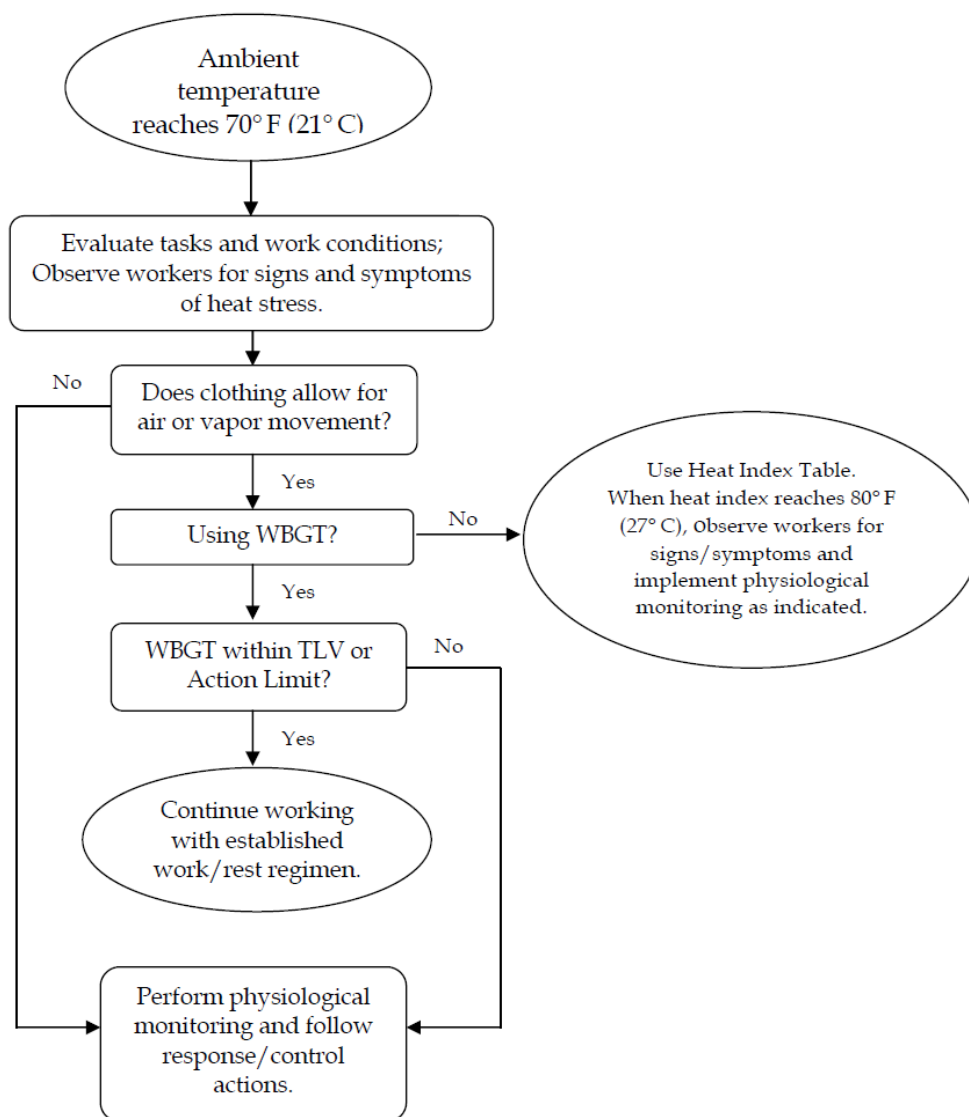
California has a specific heat illness prevention regulation that must be implemented. This includes,

- Having enough water onsite so that each worker can consume at a minimum, one quart per hour per shift.
- Frequent reminders and/or water breaks shall be taken so that each person can consume enough water.

- Access to shade (i.e., blockage from direct sunlight) shall be provided at all times and shall be reasonably close to the work area. Keep in mind that a vehicle or other enclosed area with no air conditioning is NOT considered shade. Must be a well ventilated area or have air conditioning.
- Workers shall be allowed to take a work-free cool-down rest/recovery period in the shade for a minimum of five minutes at any time when they feel the need to do so to protect themselves from overheating, or at the first sign of heat illness-related symptoms. (NOTE: If heat related symptoms are occurring, contact the RHSM).
- Training on risk factors, signs and symptoms of heat illness, importance of hydration and acclimatization, and importance of reporting symptoms and what to do in case of heat illness emergency, and contacting emergency medical services.

Thermal Stress Monitoring

Thermal Stress Monitoring Flow Chart



Permeable Clothing – Monitoring Using WBGT

A Wet Bulb Globe Thermometer (WBGT) is the established and preferred means of measuring the environmental factors associated with heat stress and for providing indication of when physiological monitoring or rest regimens should be incorporated into the work schedule. The WBGT is the composite temperature used to estimate the effect of temperature, humidity, wind speed, and solar radiation on the human body.

When permeable work clothes are worn (street clothes or clothing ensembles over modesty clothes), physiological monitoring may be required based on the outcome of the WBGT measurements, taking into account the clothing adjustment factors. Use of the WBGT should generally begin when the heat index reaches 80° F (27° C) as indicated in the Heat Index Table below, or when workers exhibit symptoms of heat stress as indicated above.

If the WBGT is within the TLV (acclimatized workers) or Action Limit (unacclimatized workers) per the tables below, then work may continue while maintaining the established work/rest regimen. If the WBGT reading meets or exceeds either the TLV or Action Level for a work/rest regimen of 15 minutes work and 45 minutes rest, then physiological monitoring will be implemented.

Screening Criteria for TLV and Action Limit for Heat Stress Exposure

Allocation of work in a cycle of work and recovery	TLV (WBGT Values in °F/°C) (Acclimatized Workers)				Action Limit (WBGT Values in °F/°C) (Unacclimatized Workers)			
	Light	Moderate	Heavy	Very Heavy	Light	Moderate	Heavy	Very Heavy
75-100%	88/31	82/28	—	—	82/28	77/25	—	—
50-75%	88/31	84/29	82/28	—	83/29	79/26	75/24	—
25-50%	90/32	86/30	84/29	82/28	85/30	81/27	78/26	76/25
0-25%	91/33	89/32	87/31	86/30	86/30	84/29	82/28	81/27

Work Category Descriptions:

Light	Sitting or standing with light manual work using hands or arms; occasional walking.
Moderate	Sustained moderate hand, arm, and leg work; light pushing and pulling; normal walking.
Heavy	Intense arm and trunk work, carrying, shoveling, manually sawing, pushing and pulling heavy loads, walking at a fast pace.
Very Heavy	Very intense activity at fast to maximum pace.

Notes:

WBGT values are expressed to the nearest degree.

“—” Dashes indicate the need for physiological monitoring because screening criteria are not recommended for this type of work.

Clothing Adjustment Factors for Some Clothing Ensembles*

Clothing Type	Addition to WBGT °F/°C
Work Clothes (sleeved shirt and pants)	0/0
Cloth (woven material) coveralls	0/0
Double-layer woven clothing	5.4/3
Polypropylene coveralls	0.9/0.5
Limited Use Vapor barrier coveralls	19.8/11

* These values must not be used for completely encapsulating (impermeable) coveralls/suits. Coveralls assume that only modesty clothing is worn beneath.

Thermal Stress Monitoring – Permeable or Impermeable Clothing

When **permeable work clothes** are worn (street clothes or clothing ensembles over street clothes), regularly observe workers for signs and symptoms of heat stress and implement physiological monitoring as indicated below. This should start when the heat index reaches 80° F (27° C) [see Heat Index Table below], or sooner if workers exhibit symptoms of heat stress indicated in the table above. These heat index values were devised for shady, light wind conditions; exposure to full sunshine can increase the values by up to 15°F (8°C). Also, strong winds, particularly with very hot, dry air, can be extremely hazardous.

When wearing **impermeable clothing** (e.g., clothing doesn't allow for air or water vapor movement such as Tyvek), physiological monitoring as described below shall be conducted when the ambient temperature reaches 70° F (21° C) or sooner when climatic conditions may present greater risk of heat stress combined with wearing unique variations of impermeable clothing, or workers exhibit symptoms of heat stress

Heat Index
Temperature (°F)

	80	82	84	86	88	90	92	94	96	98	100	102	104	106	108	110
40	80	81	83	85	88	91	94	97	101	105	109	114	119	124	130	136
45	80	82	84	87	89	93	96	100	104	109	114	119	124	130	137	
50	81	83	85	88	91	95	99	103	108	113	118	124	131	137		
55	81	84	86	89	93	97	101	106	112	117	124	130	137			
60	82	84	88	91	95	100	105	110	116	123	129	137				
65	82	85	89	93	98	103	108	114	121	126	130					
70	83	86	90	95	100	105	112	119	126	134						
75	84	88	92	97	103	109	116	124	132							
80	84	89	94	100	106	113	121	129								
85	85	90	96	102	110	117	126	135								
90	86	91	98	105	113	122	131									
95	86	93	100	108	117	127										
100	87	95	103	112	121	132										

Likelihood of Heat Disorders with Prolonged Exposure or Strenuous Activity

Caution
 Extreme Caution
 Danger
 Extreme Danger

Heat Index	Possible Heat Disorders	Minimum Frequency of Physiological Monitoring
80°F - 90°F (27°C - 32°C)	Fatigue possible with prolonged exposure and/or physical activity	Conduct initial monitoring as baseline and observe workers for signs of heat stress and implement physiological monitoring if warranted.
90°F - 105°F (32°C - 41°C)	Sunstroke, heat cramps, or heat exhaustion possible with prolonged exposure and/or physical activity	Conduct initial monitoring as baseline, then at least every hour, or sooner, if signs of heat stress are observed.
105°F - 130°F (41°C - 54°C)	Sunstroke, heat cramps, or heat exhaustion likely, and heat stroke possible with prolonged exposure and/or physical activity.	Conduct initial monitoring as baseline, then every 30 minutes or sooner if signs of heat stress are observed.
130°F or Higher (54°C or Higher)	Heat/Sunstroke highly likely with continued exposure.	Conduct initial monitoring as baseline, then every 15 minutes or sooner if signs of heat stress are observed.

Source: National Weather Service

Physiological Monitoring and Associated Actions

For employees wearing permeable clothing, follow the minimum frequency of physiological monitoring listed in the Heat Index Table.

For employees wearing impermeable clothing, physiological monitoring should begin initially at a 15 minute interval, then if the employee's heart rate or body temperature is within acceptable limits, conduct the subsequent physiological monitoring at 30 minutes, and follow the established regimen protocol below.

When physiological monitoring is required, use either radial pulse or aural temperature and follow actions below:

- The sustained heart rate during the work cycle should remain below 180 beats per minute (bpm) minus the individual's age (e.g., 180 – 35 year old person = 145 bpm). The sustained heart rate can be estimated by measuring the heart rate at the radial pulse for 30 seconds as quickly as possible prior to starting the rest period.
- The heart rate after one minute rest period should not exceed 120 beats per minute (bpm).
- If the heart rate is higher than 120 bpm after the FIRST minute into the rest period, the next work period should be shortened by 33 percent, while the length of the rest period stays the same.
- If the pulse rate still exceeds 120 bpm at the beginning of the next rest period, the following work cycle should be further shortened by 33 percent.
- Continue this procedure until the rate is maintained below 120 bpm after the FIRST minute into the rest period.

Alternately, the body temperature can be measured, either oral or aural (ear), before the workers have something to drink.

- If the oral or aural temperature exceeds 99.6° F (37.6 ° F) at the beginning of the rest period, the following work cycle should be shortened by 33 percent.
- Continue this procedure until the oral or aural (ear) temperature is maintained below 99.6 ° F (37.6° C). While an accurate indication of heat stress, oral temperature is difficult to measure in the field, however, a digital aural (aural) thermometer is easy to obtain and inexpensive to purchase.

Procedures for when Heat Illness Symptoms are Experienced

- Always contact the RHSM when any heat illness related symptom is experienced so that controls can be evaluated and modified, if needed.
- In the case of cramps, reduce activity, increase fluid intake, move to shade until recovered.
- In the case of all other heat-related symptoms (fainting, heat rash, heat exhaustion), and if the worker is a CH2M worker, contact the occupational physician at 1-866-893-2514 and immediate supervisor.
- In the case of heat stroke symptoms, call 911, have a designee give location and directions to ambulance service if needed, follow emergency medical treatment section of the project safety plan.
- Follow the Incident Notification, Reporting, and Investigation section of this Handbook.

9.3.2 Cold

General

Low ambient temperatures increase the heat lost from the body to the environment by radiation and convection. In cases where the worker is standing on frozen ground, the heat loss is also due to conduction.

Wet skin and clothing, whether because of water or perspiration, may conduct heat away from the body through evaporative heat loss and conduction. Thus, the body cools suddenly when chemical protective clothing is removed if the clothing underneath is perspiration soaked.

Movement of air across the skin reduces the insulating layer of still air just at the skin's surface. Reducing this insulating layer of air increases heat loss by convection.

Non-insulating materials in contact or near-contact with the skin, such as boots constructed with a metal toe or shank, conduct heat rapidly away from the body.

Certain common drugs, such as alcohol, caffeine, or nicotine, may exacerbate the effects of cold, especially on the extremities. These chemicals reduce the blood flow to peripheral parts of the body, which are already high-risk areas because of their large surface area to volume ratios. These substances may also aggravate an already hypothermic condition.

Precautions

- Be aware of the symptoms of cold-related disorders, and wear proper, layered clothing for the anticipated fieldwork. Appropriate rain gear is a must in wet weather.
- Consider monitoring the work conditions and adjusting the work schedule using guidelines developed by the U.S. Army wind-chill index and the National Safety Council (NSC) [in Canada: Environment Canada Will Chill Chart].
- Wind-Chill Index (below) is used to estimate the combined effect of wind and low air temperatures on exposed skin. The wind-chill index does not take into account the body part that is exposed, the level of activity, or the amount or type of clothing worn. For those reasons, it should only be used as a guideline to warn workers when they are in a situation that can cause cold-related illnesses.
- Persons who experience initial signs of immersion foot, frostbite, and/or hypothermia should report it immediately to their supervisor/PM to avoid progression of cold-related illness.
- Observe one another for initial signs of cold-related disorders.
- Obtain and review weather forecast – be aware of predicted weather systems along with sudden drops in temperature, increase in winds, and precipitation.

SYMPTOMS AND TREATMENT OF COLD STRESS

	Immersion (Trench) Foot	Frostbite	Hypothermia
Signs and Symptoms	Feet discolored and painful; infection and swelling present.	Blanched, white, waxy skin, but tissue resilient; tissue cold and pale.	Shivering, apathy, sleepiness; rapid drop in body temperature; glassy stare; slow pulse; slow respiration.
Treatment	Seek medical treatment immediately.	Remove victim to a warm place. Re-warm area quickly in warm—but not hot—water. Have victim drink warm fluids, but not coffee or alcohol. Do not break blisters. Elevate the injured area, and get medical attention.	Remove victim to a warm place. Have victim drink warm fluids, but not coffee or alcohol. Get medical attention.



Wind Chill Chart



		Temperature (°F)																		
		Calm	40	35	30	25	20	15	10	5	0	-5	-10	-15	-20	-25	-30	-35	-40	-45
Wind (mph)	5	36	31	25	19	13	7	1	-5	-11	-16	-22	-28	-34	-40	-46	-52	-57	-63	-69
	10	34	27	21	15	9	3	-4	-10	-16	-22	-28	-35	-41	-47	-53	-59	-66	-72	-78
	15	32	25	19	13	6	0	-7	-13	-19	-26	-32	-39	-45	-51	-58	-64	-71	-77	-83
	20	30	24	17	11	4	-2	-9	-15	-22	-29	-35	-42	-48	-55	-61	-68	-74	-81	-87
	25	29	23	16	9	3	-4	-11	-17	-24	-31	-37	-44	-51	-58	-64	-71	-78	-84	-90
	30	28	22	15	8	1	-5	-12	-19	-26	-33	-39	-46	-53	-60	-67	-73	-80	-87	-93
	35	28	21	14	7	0	-7	-14	-21	-27	-34	-41	-48	-55	-62	-69	-76	-82	-89	-95
	40	27	20	13	6	-1	-8	-15	-22	-29	-36	-43	-50	-57	-64	-71	-78	-84	-91	-97
	45	26	19	12	5	-2	-9	-16	-23	-30	-37	-44	-51	-58	-65	-72	-79	-86	-92	-98
	50	26	19	12	4	-3	-10	-17	-24	-31	-38	-45	-52	-60	-67	-74	-81	-88	-94	-100
	55	25	18	11	4	-3	-11	-18	-25	-32	-39	-46	-54	-61	-68	-75	-82	-89	-95	-101
	60	25	17	10	3	-4	-11	-19	-26	-33	-40	-48	-55	-62	-69	-76	-84	-91	-97	-103

Frostbite Times: 30 minutes (light blue), 10 minutes (medium blue), 5 minutes (dark blue)

Wind Chill (°F) = $35.74 + 0.6215T - 35.75(V^{0.16}) + 0.4275T(V^{0.16})$
 Where, T= Air Temperature (°F) V= Wind Speed (mph) Effective 11/01/01

Environment Canada Wind Chill Chart

Actual Air Temperature T_{air} (°C)

T_{air} (°C)												
	5	0	-5	-10	-15	-20	-25	-30	-35	-40	-45	-50
V10 (km/h)												
5	4	-2	-7	-13	-19	-24	-30	-36	-41	-47	-53	-58
10	3	-3	-9	-15	-21	-27	-33	-39	-45	-51	-57	-63
15	2	-4	-11	-17	-23	-29	-35	-41	-48	-54	-60	-66
20	1	-5	-12	-18	-24	-30	-37	-43	-49	-56	-62	-68
25	1	-6	-12	-19	-25	-32	-38	-44	-51	-57	-64	-70
30	0	-6	-13	-20	-26	-33	-39	-46	-52	-59	-65	-72
35	0	-7	-14	-20	-27	-33	-40	-47	-53	-60	-66	-73
40	-1	-7	-14	-21	-27	-34	-41	-48	-54	-61	-68	-74
45	-1	-8	-15	-21	-28	-35	-42	-48	-55	-62	-69	-75
50	-1	-8	-15	-22	-29	-35	-42	-49	-56	-63	-69	-76
55	-2	-8	-15	-22	-29	-36	-43	-50	-57	-63	-70	-77
60	-2	-9	-16	-23	-30	-36	-43	-50	-57	-64	-71	-78
65	-2	-9	-16	-23	-30	-37	-44	-51	-58	-65	-72	-79
70	-2	-9	-16	-23	-30	-37	-44	-51	-58	-65	-72	-80
75	-3	-10	-17	-24	-31	-38	-45	-52	-59	-66	-73	-80
80	-3	-10	-17	-24	-31	-38	-45	-52	-60	-67	-74	-81

where

T_{air} = Actual Air Temperature in °C

V_{10m} = Wind Speed at 10 metres in km/h (as reported in weather observations)

Notes:

1. For a given combination of temperature and wind speed, the wind chill index corresponds roughly to the temperature that one would feel in a very light wind. For example, a temperature of -25°C and a wind speed of 20 km/h give a wind chill index of -37. This means that, with a wind of 20 km/h and a temperature of -25°C, one would feel as if it were -37°C in a very light wind.
2. Wind chill does not affect objects and does not lower the actual temperature. It only describes how a human being would feel in the wind at the ambient temperature.
3. The wind chill index does not take into account the effect of sunshine. Bright sunshine may reduce the effect of wind chill (make it feel warmer) by 6 to 10 units.

10. Biological Hazards and Controls

Biological hazards are everywhere and change with the region and season. During project planning stages, ask the site Point of Contact if there are insect or other biological hazards have been noted in any of the work sites.

Biological hazards are everywhere and change with the region and season. If you encounter a biological hazard that has not been identified in the project safety plan or in this Handbook, contact the RHSM so that hazard controls can be addressed. Whether it is contact with a poisonous plant, a poisonous snake, or a bug bite, do not take bites or stings lightly. If there is a chance of an allergic reaction or infection, or to seek medical advice on how to properly care for the injury, contact the occupational nurse at 1-866-893-2514.

10.1 Black Bears

Bears may inhabit wooded areas where there is scarce continuous human presence. Make your presence known—especially when vegetation and terrain make it hard to see. Make noise, sing, or talk loudly. Avoid thick brush. Try to walk with the wind at your back so your scent will warn bears of your presence.

Give bears plenty of room. Every bear has a “personal space” - the distance within which a bear feels threatened – that can be from a few feet to a few hundred feet. If you stray within that zone, a bear may act aggressively. Never approach bears, even if only out of curiosity, and never attempt to feed bears.

If a bear cannot recognize you, he may come closer or stand on his hind legs for a better view. You may try to back away slowly diagonally, but if the bear follows, stop and stand your ground. If the bear moves closer or acts aggressively, stay close together and wave your arms and shout.

Do not climb a tree – black bears are good climbers.

Do not run. Bears have been clocked at speeds of up to 35 mph, and like dogs, will chase fleeing animals. Bears often make bluff charges, sometimes up to 10 feet away without making contact. Continue waving your arms and shouting. Never imitate bears sounds or use high-pitched squeals.

If attacked, do not run. Clasp your hands tightly over the back of your neck or if you are carrying a backpack use it to protect your head and neck and remain still.

For Black bears, if the attack lasts for more than a few seconds, respond aggressively - use sticks, rocks, your fists or noise. Black bears will sometimes back off if they are challenged.

10.2 Bees and Other Stinging Insects

Bees and other stinging insects may be encountered almost anywhere and may present a serious hazard, particularly to people who are allergic.

Precautions include:

- Watching for and avoiding nests.
- Keep exposed skin to a minimum.
- Carry a kit if you have had allergic reactions in the past, and inform your supervisor and/or a buddy. When working at a remote location, ensure that first-aid kits contain over-the-counter allergy and itch medication (e.g., Benadryl, Claritin, etc.) as well as other over-the-counter medications that may not be available to aid in symptom treatment.
- If bees or other stinging insects are known to be present, determine whether additional protective clothing should be donned before entering/working in brushy areas.

-
- Before entering a heavily vegetated or brushy area, observe the area for several minutes to see if bees or other stinging insects may be present. If nests or individual insects are observed, retreat and inquire whether a specialist or a client service can be contacted to clear the area before work proceeds.
 - Consider if heavy-weight clothing or tyvek, or head netting would provide additional protection in areas where wasps/bees are known or suspected. Be aware of heat stress conditions additional clothing may cause.
 - Use insect repellent on clothing. Wear light-colored clothing and remove bright reflective safety-colored clothing if not working near a roadway as these may attract the wasps.
 - Wear fragrance-free or lightly-scented sunscreen, and body lotions. Bees are attracted to sweet scents. Avoid using floral scented soaps, shampoos, or conditioners.
 - Move slowly and calmly through vegetated areas and try to avoid major disturbance of vegetation as wasps/bees often react to aggressive movement.
 - If you encounter a wasp, back away slowly and calmly, do not run or swat at the insect. Wait for it to leave, or gently move or brush it off gently with a piece of paper or other light object. Do not use your hand.

If you are stung, contact the occupational nurse at 1-866-893-2514, no matter how minor it may seem. If a stinger is present, remove it as soon as possible using something with a thin, hard edge (e.g., credit card) to scrape the stinger out. Be sure to sanitize the object first with hand sanitizer, alcohol or soap and water. Wash and disinfect the wound, cover it, and apply ice. Watch for an allergic reaction if you have never been stung before. Call 911 if the reaction is severe.

10.3 Bird Droppings

Large amounts of bird droppings may present a disease risk. The best way to prevent exposure to fungus spores in bird droppings is to avoid disturbing it. A brief inhalation exposure to highly contaminated dust may be all that is needed to cause infection and subsequent development of fungal disease.

If disturbing the droppings or if removal is necessary to perform work, follow these controls:

- Use dust control measures (wetting with water or HEPA vacuuming) for all activities that may generate dust from the accumulated droppings.
- Wear Tyvek with hoods, disposable gloves and booties, and air-purifying respirators with a minimum N95 rating.
- Put droppings into plastic/poly bags and preferably into a 55-gallon drum to prevent bag from ripping.

10.4 Cactus

Contact with cacti can result in dermatitis as well as causing immunologic and infectious reactions. The spines can scratch the skin or induce wounds and multiple abrasions. Some cacti have glochids (hair-like spines or short prickles, generally barbed). Glochids can induce more troublesome, more persistent, dermatological manifestations such as papules or nodules.

Set up the work area to ensure avoidance of cacti. Wear leather glove if working near cacti. Keep any clothing such as jackets away from cacti as spines can become lodged into the clothing and can be contacted by the skin later. Contact the occupational nurse if cactus contact occurs.

10.1 Canada Geese

If Canadian geese are present at the worksite, do not attempt to feed or go near geese or nesting areas. Canada Geese can be extremely aggressive during mating and nesting periods. If the project work requires staff to work in areas where geese may be nesting, please contact the SC and/or client site supervisor to determine the correct

course of action to be taken. Minimize direct contact with goose droppings, remove shoes prior to entering home or work following contact and wash hands thoroughly with antibacterial soap

10.2 Cougars/Mountain Lions

Like bears, cougars will often retreat if given the opportunity. Walking in groups and making noise will give the cougar the chance to retreat and reduce the likelihood of a sudden encounter. Be especially cautious during dusk and dawn.

If you see a cougar—do not play dead, do not run. Running may trigger an attack. Face the cougar and retreat slowly maintaining eye contact. If the cougar continues advancing, raise your arms above your head to make yourself look larger than normal. This may help to intimidate the cougar. Sometimes aggressive yelling and rock throwing may scare it off.

If attacked, fight back with whatever is at hand (without turning your back)—people have utilized rocks, jackets, garden tools, tree branches, and even bare hands to turn away cougars.

10.3 Coyotes

While far from domesticated, coyotes show little fear of humans and have become comfortable living in close proximity to our communities. Although they tend to do most of their hunting after dusk, coyotes can be active at any time. Under normal circumstances, a coyote is not a danger to humans. They are, however, territorial and will respond aggressively if they or their family are threatened.

If you encounter a coyote that behaves aggressively, you have probably gotten too close to its prey or its family. Try to scare the coyote by yelling and waving your arms. Throw rocks, sticks or other objects. Do not turn away and run.

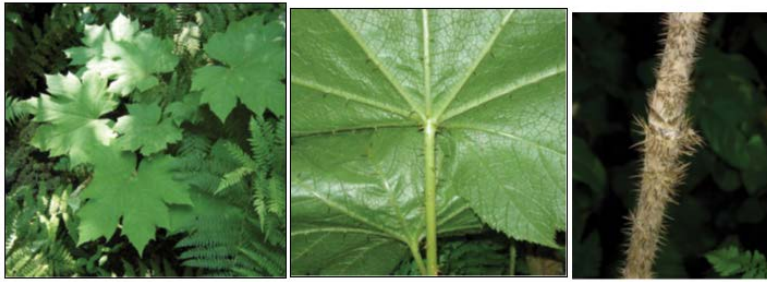
10.4 Devil's Club

Devil's Club (scientific name: *Oplopanax horridus*) is a large plant which thrives in moist woods and along streams. The plant is native to British Columbia and found all along the Pacific coast from Alaska to southern Oregon. Devil's Club grows up to 19 feet (6 meters) tall and has large 7 to 15 inch (20 to 40 centimeters), maple-shaped leaves. It produces small white flowers in spring and bright red fruit (clustered berries) in summer. The fruit is considered poisonous to humans but is eaten by bears.

Both the stem and leaves are covered with sharp thorns that are up to over a half an in (2 centimeters) long. In addition to physical damage to the eyes and skin, there is evidence that the spiny thorns can cause serious allergic reactions in some individuals.

Wear long-sleeved shirts and long pants when working in areas where Devil's Club is growing. Protective goggles or safety glasses with side shields are recommended when walking through patches of brush that exceed shoulder height. Wear heavy, leather or canvas gloves when handling the plants. When cutting devil's club with a chainsaw make sure the hand protection is in place to protect the operators knuckles

Avoid devil's club if possible. The thorns are barbed and cannot be fully removed. Wounds from devil's club thorns often become infected and fester from the imbedded barbs. If skin contacts occurs, immediately remove any thorns with tweezers and wash the skin carefully with soap and water. Application of an anti-inflammatory cream (e.g., a 0.5% hydrocortisone cream) may reduce skin irritation. Seek medical assistance and contact the Injury Management hotline at 1-866-893-2514.



10.5 Feral Dogs and Cats

Below are hazard controls when dogs or cats are encountered.

- Do not attempt to handle or capture a stray dog or cat.
- Avoid all dogs – both leashed and stray. Do not disturb a dog while it is sleeping, eating, or caring for puppies.
- If a dog approaches to sniff you, stay still. An aggressive dog has a tight mouth, flattened ears and a direct stare.
- If you are threatened by a dog, remain calm, do not scream and avoid eye contact. If you say anything, speak calmly and firmly. Do not turn and run, try to stay still until the dog leaves, or back away slowly until the dog is out of sight or you have reached safety (e.g., vehicle).
- If attacked, retreat to vehicle or attempt to place something between you and the dog. If you fall or are knocked to the ground, curl into a ball with your hands over your head and neck and protect your face.
- If bitten, contact the occupational nurse at 1-866-893-2514. Report the incident to the local authorities.

10.6 Fire Ants

There are several types of fire ants in the United States that can cause painful bites and allergic reactions. Fire ants aggressively defend their nests by stinging several times after climbing on their victims. Large ant mounds are easily visible, but there can be smaller mounds or nests with little “worked” soil that can be stepped on inadvertently. They can also be under rocks, wood or other debris. Implement the following when fire ants are observed:

- Be aware of fire ants and take care not to stand on ant nests;
- Use insect repellents on clothing and footwear to temporarily discourage ants from climbing; and
- Tuck pants into socks.

If stung, get away from the area you are standing on, briskly brush off ants—wash affected area with soap. Call your Supervisor and HSM and contact Injury Care for Employees hotline at 1-866-893-2514.

10.7 Giant Hogweed

Giant hogweed is a noxious weed that has become established in the US and Canada.

Its sap, in combination with moisture and sunlight, can cause phytophotodermatitis—a serious skin inflammation and severe eye irritation leading to blindness. Contact between the skin and the sap of this plant occurs either through brushing against the bristles on the stem or breaking the stem or leaves. Eye exposure to the sap can occur during the breaking of the stems (during clearing/grubbing). Heat, sunlight, and moisture worsen the skin reaction.

Giant hogweed is a biennial or perennial which can grow up to 12 feet (approximately 3.5 meters) or more. Its hollow, ridged stems grow 2-4 inches (5-10 cm) in diameter and have dark reddish-purple blotches. Its large

compound leaves can grow up to five feet (1.5 meters) wide. Its white flower heads can grow up to 2.5 feet (approximately 1 meter) in diameter.

Symptoms of exposure include initial itching and redness, then painful blisters form within 48 hours with the area becoming dark and pigmented. Long-term effects include scarring, sensitivity of the affected area to sunlight, temporary or permanent blindness if it gets into the eyes.

As with all hazardous plants, recognition and avoidance is key. Do not touch any portion of the plant. Become familiar with the identity of these plants (see below). Wear protective clothing that covers exposed skin and clothes. Avoid contact with plants and the outside of protective clothing. If skin contacts a plant, wash the area with soap and cold water immediately. Keep exposed area away from sunlight for 48 hours. Contact your supervisor, RHSM and the Injury Care for Employees hotline at 1-866-893-2514.

10.8 Hantavirus

Hantavirus pulmonary syndrome (HPS) is a disease caused by a virus which can be transmitted from certain rodents to humans and is prevalent throughout North America. Avoid disturbing rodent nests. Contact is most likely to occur when there is a current rodent infestation in things like control boxes, storage sheds, wellheads, remediation equipment, or trailers. Once excreted into the environment by the rodent, hantaviruses can survive in the environment and remain infectious for a period of 2-3 days. Ultraviolet rays in sunlight inactivate hantaviruses.

Nesting material and droppings must be removed if work is necessary in a rodent-infested area. PPE for removal shall include:

- Tyvek coveralls;
- Rubber boots or disposable shoe covers;
- Rubber, latex, or vinyl gloves;
- Respiratory protection such as a full face or half-mask air-purifying respirator with a high-efficiency particulate air (HEPA) filter; and
- Protective goggles if wearing a half-mask respirator.

Spray any urine, droppings, and nesting materials with either a bleach and water solution (1 parts bleach to 9 parts water) or a household disinfectant prepared according to the label instructions for dilution and disinfection time. Soak well and let stand for 15 minutes. Use a paper towel or rag to pick up the materials and dispose of them.

Mop floors after spraying them using bleach and water solution or a disinfectant. Dirt floors can be sprayed with either bleach and water solution or a disinfectant.

Personal protective gear shall be decontaminated upon removal at the end of the day. All potentially infective waste material (including respirator filters) from clean-up operations shall be double-bagged in plastic bags.

Symptoms of HPS

Symptoms develop between 14 and 31 days after exposure to infected rodents and include fatigue, fever, and muscle aches, especially the large muscle groups—thighs, hips, back and sometimes shoulders. About half of all HPS patients also experience headaches, dizziness, chills and/or abdominal pain. Four to 10 days after the initial phase of the illness, late symptoms of HPS may appear. These include coughing and shortness of breath. If you develop symptoms suggestive of HPS, call the occupational nurse at 1-866-893-2514.

10.9 Hazards during Hunting Seasons

Various times of the year can be particularly hazardous for personnel working in the field. The danger is highest for our teams doing cross-country surveys of pipelines and transmission lines, but everyone doing field work should be aware of the hunting seasons that are active where you are working.

Big game hunting can be very dangerous, but also be aware of water fowl seasons and hunting seasons for less common game in your area. Work in wetlands can bring us in close proximity to these types of hunters.

If possible consider postponing field surveys so they do not coincide with hunting seasons but if you must be in the field be as visible as possible at all times.

(In the US, this site gives all the different hunting seasons by state: www.huntinfo.org/)

Implement the following if hunting may be a hazard:

- Do not wear kaki, brown or tan clothing, wear high visibility colors including hats and vests;
- Avoid wearing white or light colored scarves, gloves, handkerchiefs (a woman wearing white mittens hanging laundry was shot and killed as bad hunter shot at flash of white);
- When carrying white plans, field data sheets etc keep them in binder or backpack;
- Wear your safety vest at all times including standing by car/truck;
- Wear a safety hat/cap or put florescent markers on hard hats;
- Be alert particularly in early mornings and at end of day when most hunters are present;
- Avoid being in field altogether at dawn or dusk - start a little later in the morning and make sure you get out of the field earlier;
- Stop at local hardware or convenience market and pick up hunter safety gloves, caps, rolls of tape etc. All the stores carry them and they are cheap visual protection.
- Make your presence known, such as slamming car doors, honk horn, talk loudly when getting out to a field site; and
- Stop and survey your surroundings. Many hunters are up in tree stands.

10.10 Leeches

Leeches are bloodsucking aquatic or terrestrial worms. They can crawl through or over your socks or brush onto you from shrubbery. They carry no disease and there is low risk of significant blood loss. Leech bites do not hurt since they release an anesthetic, but they can bleed profusely due to an anticoagulant they release to facilitate the flow of blood.

Possible Complications

- Some people suffer allergic reaction from leech bites and require urgent medical care. Symptoms include an ulcer infection, itchy rash, red blotches or an itchy rash over the body, swelling around the lips or eyes, feeling faint or dizzy, and difficulty breathing. If you experience any of these symptoms, seek medical attention immediately.

Prevention options

- The best protection against leeches is covering up and using tropical strength insect repellent on socks and clothing.
- Use anti leech socks and fit over outer garments which served as a barrier.
- Various reports suggest applying salt, dettol spray, bath soap, eucalyptus oil or lemon juice to your skin.
- Inspect your body after leaving leech-infested waters or area, removing them promptly.

First Aid

-
- Locate the head with a sucker attached to the wound. It will be the narrow end of leech's body.
 - Use your fingernail or other flat, blunt object to break the seal of the oral sucker at which point the leech's jaws will detach. Repeat with the posterior end.
 - Quickly flick the leech away before it bites you again and reattaches.
 - Treat the wound with soap and water and antiseptic wipes; then bandage to stop bleeding.
 - Do not just pull off the leech as this may cause a severe wound and the jaws may stay imbedded in the skin
 - If the leech has attached to an orifice such ear, nose or mouth use salt or strong (drinkable) alcohol to cause it to release before it expands.
 - Apply pressure to the area and a cold pack to reduce pain or swelling.
 - The wound normally itches as it heals, but should not be scratched, as this may complicate healing and introduce other infections. Apply an antihistamine if necessary to reduce itching.
 - If assisting a bitten person, use the usual protective universal precautions to protect against blood borne pathogens
 - Call the RHSM, Workers Supervisor and Injury Management hotline at 1-866-893-2514 (as necessary).

10.11 Mosquitos and Dengue, Chikungunya, Zika, and West Nile Viruses

(Source: Centers for Disease Control)

Aside from being itchy and annoying, the bite of an infected female mosquito (*Aedes aegypti* or *Aedes albopictus*) can spread dengue, chikungunya, or Zika viruses. People become infected with dengue, chikungunya, or Zika after being bitten by an infected mosquito.

- Female mosquitoes lay several hundred eggs on the walls of waterfilled containers. Eggs stick to containers like glue and remain attached until they are scrubbed off. When water covers the eggs, they hatch and become adults in about a week.
- Adult mosquitoes live inside and outside.
- They prefer to bite during the day.
- A few infected mosquitoes can produce large outbreaks in a community and put your family at risk of becoming sick.

Protect Yourself, Your Family, and Community from Mosquitoes

1. Eliminate standing water in and around your home:

- Once a week, empty and scrub, turn over, cover, or throw out items that hold water, such as tires, buckets, planters, toys, pools, birdbaths, flowerpots, or trash containers. Check inside and outside your home.
- Tightly cover water storage containers (buckets, cisterns, rain barrels) so that mosquitoes cannot get inside to lay eggs.
- For containers without lids, use wire mesh with holes smaller than an adult mosquito.

2. If you have a septic tank, follow these steps:

- Repair cracks or gaps.
- Cover open vent or plumbing pipes. Use wire mesh with holes smaller than an adult mosquito.

3. Keep mosquitoes out of your home:

- Use screens on windows and doors.
- Repair holes in screens.
- Use air conditioning when available.
- Put plants in soil, not in water.
- Drain water from pools when not in use.
- Recycle used tires or keep them protected from rain.
- Drain & dump any standing water.
- Weekly, scrub vases & containers to remove mosquito eggs.

4. Prevent mosquito bites:

- Use an Environmental Protection Agency (EPA)-registered insect repellent with one of the following active ingredients. All EPA-registered insect repellents are evaluated to make sure they are safe and effective.

Active ingredient Higher percentages of active ingredient provide longer protection	Some brand name examples*
DEET	Off!, Cutter, Sawyer, Ultrathon
Picaridin , also known as KBR 3023 , Bayrepel , and icaridin	Cutter Advanced, Skin So Soft Bug Guard Plus, Autan (outside the United States)
IR3535	Skin So Soft Bug Guard Plus Expedition, SkinSmart
Oil of lemon eucalyptus (OLE) or para-menthane-diol (PMD)	Repel
* Insect repellent brand names are provided for your information only. The Centers for Disease Control and Prevention and the U.S. Department of Health and Human Services cannot recommend or endorse any name brand products.	

- Always follow the product label instructions.
- Reapply insect repellent every few hours, depending on which product and strength you choose.
- Do not spray repellent on the skin under clothing.
- If you are also using sunscreen, apply sunscreen first and insect repellent second.
- Treat clothing and gear (such as boots, pants, socks, and tents) with permethrin or purchase permethrin-treated clothing and gear.
 - Treated clothing remains protective after multiple washings. See product information to find out how long the protection will last.
 - If treating items yourself, follow the product instructions carefully.
 - Do not use permethrin products, intended to treat clothing, directly on skin.
- Wear long-sleeved shirts and long pants.
- Use BugOut Suits™ or equivalent as necessary.

Signs and symptoms of common mosquito-borne diseases

Below are signs and symptoms of common mosquito-borne diseases.

Contact the project RHSM with questions, and immediately report any suspicious symptoms to your supervisor, PM, and contact the occupational nurse at 1-866-893-2514.

Signs and symptoms of chikungunya virus disease (chikungunya)

Common symptoms include fever and severe joint pain. Other symptoms may include headache, muscle pain, joint swelling, or rash.

Symptoms usually begin 3—7 days after being bitten by an infected mosquito.

Most patients will feel better within a week. In some people, the joint pain may persist for months. Death is rare.

People at risk for more severe disease include newborns infected around the time of birth, older adults (≥65 years), and people with medical conditions such as high blood pressure, diabetes, or heart disease.

Signs and symptoms of Dengue

The principal symptoms of dengue are:

- High fever and at least two of the following:
 - Severe headache
 - Severe eye pain (behind eyes)
 - Joint pain
 - Muscle and/or bone pain
 - Rash
 - Mild bleeding manifestation (e.g., nose or gum bleed, petechiae, or easy bruising)
 - Low white cell count

Generally, younger children and those with their first dengue infection have a milder illness than older children and adults.

Watch for warning signs as temperature declines 3 to 7 days after symptoms began. Seek immediate medical attention if any of the following warning signs appear:

- Severe abdominal pain or persistent vomiting
- Red spots or patches on the skin
- Bleeding from nose or gums
- Vomiting blood
- Black, tarry stools (feces, excrement)
- Drowsiness or irritability
- Pale, cold, or clammy skin
- Difficulty breathing

Signs and symptoms of Zika

About 1 in 5 people infected with Zika virus become ill (i.e., develop Zika). The most common symptoms of Zika are:

- Fever, rash, joint pain, or conjunctivitis (red eyes).
- Other common symptoms include muscle pain and headache.

The incubation period (the time from exposure to symptoms) for Zika virus disease is not known, but is likely to be a few days to a week. The illness is usually mild with symptoms lasting for several days to a week.

People usually don't get sick enough to go to the hospital, and they very rarely die of Zika.

Zika virus usually remains in the blood of an infected person for about a week but it can be found longer in some people.

Signs and symptoms of West Nile Virus

Most infections are mild, and symptoms include fever, headache, and body aches, occasionally with skin rash and swollen lymph glands. More severe infection may be marked by headache, high fever, neck stiffness, stupor, disorientation, coma, tremors, convulsions, muscle weakness, paralysis, and, rarely, death.

The West Nile Virus incubation period is from 3 to 15 days.

Contact the project RHSM with questions, and immediately report any suspicious symptoms to your supervisor, PM, and contact the Injury Care for Employees hotline at 1-866-893-2514.

10.12 Poison Ivy, Poison Oak, and Poison Sumac

Poison ivy, poison oak, and poison sumac typically are found in brush or wooded areas. They are more commonly found in moist areas or along the edges of wooded areas. Shrubs are usually 12 to 30 inches high, or can also be a tree-climbing vine, with triple leaflets and short, smooth hair underneath. Plants are red and dark green in spring and summer, with yellowing leaves anytime especially in dry areas. Leaves may achieve bright reds in fall, but plants lose its (yellowed, then brown) leaves in winter, leaving toxic stems. All parts of the plant remain toxic throughout the seasons. These plants contain urushiol a colorless or pale yellow oil that oozes from any cut or crushed part of the plant, including the roots, stems and leaves and causes allergic skin reactions when contacted. The oil is active year round.

Become familiar with the identity of these plants (see below). Wear protective clothing that covers exposed skin and clothes. Avoid contact with plants and the outside of protective clothing. If skin contacts a plant, wash the area with soap and water immediately. If the reaction is severe or worsens, seek medical attention.

Poison Ivy



Poison Sumac



Poison Oak



Contamination with poison ivy, sumac or oak can happen through several pathways, including:

- Direct skin contact with any part of the plant (even roots once above ground foliage has been removed).
- Contact with clothing that has been contaminated with the oil.
- Contact from removing shoes that have been contaminated (shoes are coated with urushiol oil).
- Sitting in a vehicle that has become contaminated.
- Contact with any objects or tools that have become contaminated.
- Inhalation of particles generated by weed whacking, chipping, vegetation clearing.

If you must work on a site with poison ivy, sumac or oak the following precautions are necessary:

- Do not drive vehicles onto the site where it will come into contact with poison ivy, sumac or oak. Vehicles which need to work in the area, such as drill rigs or heavy equipment must be washed as soon as possible after leaving the site.
- All tools used in the poison ivy, sumac or oak area, including those used to cut back poison oak, surveying instruments used in the area, air monitoring equipment or other test apparatus must be decontaminated

before they are placed back into the site vehicle. If on-site decontamination is not possible, use plastic to wrap any tools or equipment until they can be decontaminated.

- Personal protective equipment, including Tyvek coveralls, gloves, and boot covers must be worn. PPE must be placed into plastic bags and sealed if they are not disposed immediately into a trash receptacle.
- As soon as possible following the work, shower to remove any potential contamination. Any body part with suspected or actual exposure should be washed with Zanfel, Tecnu or other product designed for removing urishiol. If you do not have Zanfel or Tecnu wash with cold water. Do not take a bath, as the oils can form and invisible film on top of the water and contaminate your entire body upon exiting the bath.
- Tecnu may also be used to decontaminate equipment.
- Use IvyBlock or similar products to prevent poison oak, ivy and sumac contamination. Check with a local drug store the closest CH2M warehouse to see if these products are available. Follow all directions for application.
- If you do come into contact with one of these poisonous plants and a reaction develops, contact your supervisor and the occupational nurse 1-866-893-2514. Be aware that in some instances, there can be a delay between contact with poisonous plants and the symptoms. If you are working near poison ivy or other poisonous plants and feel a mild skin irritation, apply Zanfel/Tecnu immediately and contact the occupational nurse.

10.13 Protected Species and Habitat

In the US, if the field project involves land clearing, excavation or noise and the client cannot confirm a recent evaluation of the presence of protected species or habitat on the project site, qualified wildlife personnel must evaluate this project for threatened or endangered species, migratory bird habitat, and other protected species and habitat. The PM should coordinate compliance with endangered species requirements by evaluating law applicability and locating resources within CH2M to determine the presence of endangered species. Consult with the REM as necessary. If some species are already known to exist on the project site, they can be evaluated against the USFWS species list.

10.14 Scorpions

Scorpions usually hide during the day and are active at night. They may be hiding under rocks, wood, or anything else lying on the ground. Some species may also burrow into the ground. Most scorpions live in dry, desert areas; however, some species can be found in grasslands, forests, and inside caves.

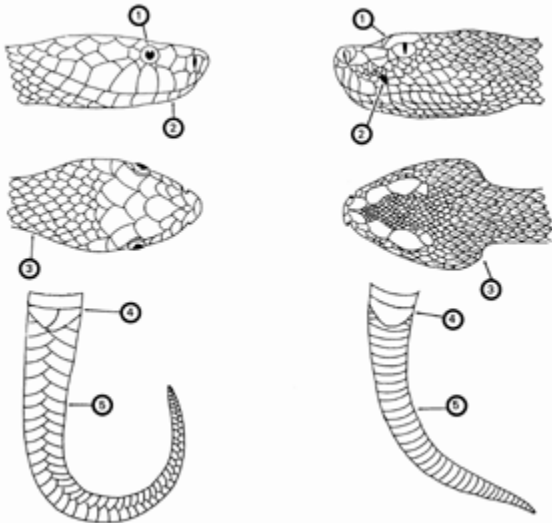
When entering an area that has the potential to contain scorpions, the following PPE is recommended: long pants, long sleeved shirts with collars, leather work gloves and leather work boots. Reaching into enclosures or recesses without prior visual inspection is not recommended. Thoroughly inspect each area before accessing. Shake out clothing, jackets, shoes or boots prior to putting them on.

If you are stung by a scorpion, call the Injury Care for Employees hotline 1-866-893-2514 and try to note the description of the scorpion. Cleanse the sting area and apply ice.

10.15 Snakes

Snakes typically are found in underbrush and tall grassy areas. If you encounter a snake, stay calm and look around; there may be other snakes. Turn around and walk away on the same path you used to approach the area. If bitten by a snake, wash and immobilize the injured area, keeping it lower than the heart if possible. Call the occupational nurse at 1-866-893-2514 immediately. Do not apply ice, cut the wound, or apply a tourniquet. Try to identify the type of snake: note color, size, patterns, and markings. Below is a guide to identifying poisonous snakes from non-poisonous snakes.

Ontario’s only venomous snake is the Eastern Massasauga rattlesnake, which only occurs in four isolated areas: Southern Georgian Bay, the Bruce Peninsula, Wainfleet Bog near Port Colborne, and Ojibway Prairie near Windsor. The chances of encountering this rattlesnake outside of these areas is very low.

Identification of Poisonous Snakes	
Major Identification Features Non-venomous Snake	Major Identification Features Venomous Snake
<div>1. Round pupils</div> <div>2. No sensing pit</div> <div>3. Head slightly wider than neck</div> <div>4. Divided anal plate</div> <div>5. Double row of scales on the underside of the tail</div>	<div>1. Elliptical pupils</div> <div>2. Sensing pit between eye and nostril</div> <div>3. Head much wider than neck</div> <div>4. Single anal plate</div> <div>5. Single scales on the underside of the tail</div>
	

10.16 Spiders - Brown Recluse and Widow

The Brown Recluse spider can be found most anywhere in North America. It varies in size in shape, but the distinguishing mark is the violin shape on its body. They are typically non-aggressive. Keep an eye out for irregular, pattern-less webs that sometimes appear almost tubular built in a protected area such as in a crevice or between two rocks. The spider will retreat to this area of the web when threatened.

The Black Widow, Red Widow and the Brown Widow are all poisonous. Most have globose, shiny abdomens that are predominantly black with red markings (although some may be pale or have lateral stripes), with moderately long, slender legs. These spiders are nocturnal and build a three-dimensional tangled web, often with a conical tent of dense silk in a corner where the spider hides during the day.

Hazard Controls

- Inspect or shake out any clothing, shoes, towels, or equipment before use.
- Wear protective clothing such as a long-sleeved shirt and long pants, hat, gloves, and boots when handling stacked or undisturbed piles of materials.
- Minimize the empty spaces between stacked materials.
- Remove and reduce debris and rubble from around the outdoor work areas.

-
- Trim or eliminate tall grasses from around outdoor work areas.
 - Store apparel and outdoor equipment in tightly closed plastic bags.
 - Keep your tetanus boosters up-to-date (every 10 years). Spider bites can become infected with tetanus spores.

If you think you have been bit by a poisonous spider, immediately call the Injury Care for Employees number at 1-866-893-2514 and follow the guidance below:

- Remain calm. Too much excitement or movement will increase the flow of venom into the blood;
- Apply a cool, wet cloth to the bite or cover the bite with a cloth and apply an ice bag to the bite;
- Elevate the bitten area, if possible;
- Do not apply a tourniquet, do not try to remove venom; and
- Try to positively identify the spider to confirm its type. If the spider has been killed, collect it in a plastic bag or jar for identification purposes. Do not try to capture a live spider—especially if you think it is a poisonous spider.



Black Widow



Brown Recluse

10.17 Ticks

Every year employees are exposed to tick bites at work and at home putting them at risk of illness. Ticks typically are in wooded areas, bushes, tall grass, and brush. Ticks are black, black and red, or brown and can be up to one-quarter inch (6.4 mm) in size.

In some geographic areas exposure is not easily avoided. Wear tightly woven light-colored clothing with long sleeves and pant legs tucked into boots; spray only outside of clothing with permethrin or permethrin and spray skin with only DEET; and check yourself frequently for ticks.

Where site conditions (vegetation above knee height, tick endemic area) or when tasks (having to sit or kneel in vegetation) diminish the effectiveness of the other controls mentioned above, bug-out suits (check with your local or regional warehouse) or Tyvek shall be used. Bug-out suits are more breathable than Tyvek.

Take precautions to avoid exposure by including pre-planning measures for biological hazards prior to starting field work. Avoid habitats where possible, reduce the abundance through habitat disruption or application of acaricide. If these controls aren't feasible, contact your local or regional warehouse for preventative equipment such as repellants, protective clothing and tick removal kits. Use the buddy system and perform tick inspections prior to entering the field vehicle. If ticks were not planned to be encountered and are observed, do not continue field work until these controls can be implemented.

See Tick Fact Sheet attached to project safety plan for further precautions and controls to implement when ticks are present. If bitten by a tick, follow the removal procedures found in the tick fact sheet, and call the occupational nurse at 1-866-893-2514.

Be aware of the symptoms of Lyme disease or Rocky Mountain spotted fever (RMSF). Lyme disease is a rash that might appear that looks like a bull's eye with a small welt in the center. RMSF is a rash of red spots under the skin

3 to 10 days after the tick bite. In both RMSF and Lyme disease, chills, fever, headache, fatigue, stiff neck, and bone pain may develop. If symptoms appear, again contact the occupational nurse at 1-866-893-2514.

Be sure to complete an Incident Report (use the Hours and Incident Tracking System [HITS] system on the VO) if you do come in contact with a tick.

10.18Wetlands

Regulated wetland areas, including applicable buffer zones, must be delineated and marked prior to the start of field activities. All personnel and equipment will be directed to observe and stay out of protected area(s).

In the US, a CWA 404 permit must be obtained for dredging or filling in wetland areas.

11. Personal Protective Equipment

(Reference CH2M- SOP HSE-117, *Personal Protective Equipment*)

11.1 Required Personal Protective Equipment

PPE must be worn by employees when actual or potential hazards exist and engineering controls or administrative practices cannot adequately control those hazards.

A PPE assessment has been conducted by the RHSM based on project tasks (see PPE specifications below). Verification and certification of assigned PPE by task is completed by the RHSM in each project safety plan. Below are items that need to be followed when using any form of PPE:

- Employees must be trained to properly wear and maintain the PPE; if you are unsure of how to use or maintain your PPE, ask your RHSM for guidance.
- Employees must be trained in the limitations of the PPE; if you are unsure, ask your RHSM for guidance.
- In work areas where actual or potential hazards are present at any time, PPE must be worn by employees working or walking through the area;
- Areas requiring PPE should be posted or employees must be informed of the requirements in an equivalent manner;
- PPE must be inspected prior to use and after any occurrence to identify any deterioration or damage;
- PPE must be maintained in a clean and reliable condition;
- Damaged PPE shall not be used and must either be repaired or discarded; and
- PPE shall not be modified, tampered with, or repaired beyond routine maintenance.

Each project safety plan will outline PPE to be used according to task based on project-specific hazard assessment. Long pants and short-sleeve shirts that cover the shoulders, with a minimum three-inch sleeve length, are required to be worn for all field project sites. The minimum PPE typically required for field project sites is: hard hat, safety glasses and safety footwear. The minimum PPE required on construction, operations and maintenance project sites is: hard hat, safety glasses, high visibility vest (when exposed to heavy equipment operations or vehicular traffic), safety footwear and appropriate work gloves.

11.2 Respiratory Protection

(Reference CH2M SOP HSE-121, *Respiratory Protection*)

Implement the following when using respiratory protection:

- Respirator users must have completed appropriate respirator training within the past 12 months. Level C training is required for air-purifying respirators (APR) use and Level B training is required for supplied-air respirators (SAR) and self-contained breathing apparatus (SCBA) use. Specific training is required for the use of powered air-purifying respirators (PAPR);
- Respirator users must complete the respirator medical monitoring protocol and been approved for the specific type of respirator to be used;
- Tight-fitting facepiece respirator (negative or positive pressure) users must have passed an appropriate fit test within past 12 months;

-
- Respirator use shall be limited to those activities identified in the safety plan. If site conditions change that alters the effectiveness of the specified respiratory protection, the RHSM shall be notified to amend the written plan;
 - Tight-fitting facepiece respirator users shall be clean-shaven and shall perform a user seal check before each use;
 - Canisters/cartridges shall be replaced according to the change-out schedule specified in the safety plan. Respirator users shall notify the SC or RHSM of any detection of vapor or gas breakthrough. The SC shall report any breakthrough events to the RHSM for schedule upgrade;
 - Respirators in regular use shall be inspected before each use and during cleaning;
 - Respirators in regular use shall be cleaned and disinfected as often as necessary to ensure they are maintained in a clean and sanitary condition;
 - Respirators shall be properly stored to protect against contamination and deformation;
 - Field repair of respirators shall be limited to routine maintenance. Defective respirators shall be removed from service;
 - When breathing air is supplied by cylinder or compressor, the SC or RHSM shall verify the air meets Grade D air specifications; and
 - The SC or designee shall complete the Self-Assessment Checklist – Respiratory Protection included in the SOP and/or in the safety plan to verify compliance with CH2M's respiratory protection program.

12. Worker Training and Qualification

12.1 CH2M Worker Training

(Reference CH2M SOP HSE-110, *Training*)

12.1.1 CH2M Worker Category Training

All employees shall be assigned a worker category by their supervisor with assistance from the RHSM or SPA based on the type of work activities they are anticipated to perform throughout the year. It is CH2M policy to require an appropriate level of HSE training for all employees, including contingent workers or contractors under CH2M supervision, so they can recognize and mitigate workplace hazards and perform their jobs in a safe and environmentally sound manner, and to comply with applicable regulations.

An employee's Worker Category may change based on changing work assignments, and/or the employee may have more than one Worker Category based on assigned work scope or location. If an employee falls into more than one category listed below, or works on a site with multiple hazards (e.g., construction and hazardous waste), they must meet the training requirements for each category.

See the [Worker Category resources](#) on the Enterprise HSE VO page for additional information.

12.1.2 Hazardous Waste Operations Training

All employees engaging in hazardous waste operations and emergency response (HAZWOPER) activities, as well as site investigations, characterization, remedial action, shall receive appropriate training as required by US regulations 29 CFR 1910.120/29 CFR 1926.65. At a minimum, the training shall have consisted of instruction in the topics outlined in 29 CFR 1910.120/29 CFR 1926.65. CH2M International Regions will provide HAZWOPER-equivalent training, with concurrence from the Enterprise HSE Training Manager, and to meet any country-specific training related to hazardous waste operations or emergency response. Personnel who have not met these training requirements shall not be allowed to engage in hazardous waste operations or emergency response activities.

12.1.2.1 Initial Training

General site workers engaged in hazardous waste operations shall, at the time of job assignment, have received a minimum of 40 hours of initial health and safety training for hazardous waste site operations, unless otherwise noted in the above-referenced standards.

Employees who may be exposed to health hazards or hazardous substances at treatment, storage, and disposal (TSD) operations shall receive a minimum of 24 hours of initial training to enable the employee to perform their assigned duties and functions in a safe and healthful manner.

Employees engaged in emergency response operations shall be trained to the level of required competence in accordance with the US regulation 29 CFR 1910.120.

12.1.2.2 Three-Day Actual Field Experience

General site workers for hazardous waste operations shall have received three days of actual experience (on-the-job training) under the direct supervision of a trained, qualified supervisor and shall be documented. If the field experience has not already been received and documented at a similar site, this supervised experience shall be accomplished and documented at the beginning of the assignment of the project.

12.1.2.3 Refresher Training

General site workers and TSD workers shall receive 8-hours of refresher training annually (within the previous 12-month period) to maintain qualifications for fieldwork. Employees engaged in emergency response operations shall receive annual refresher training of sufficient content and duration to maintain their competencies or shall demonstrate competency in those areas at least annually.

12.1.2.4 Eight-Hour Supervisory Training

On site management or supervisors who will be directly responsible for, or supervise employees engaged in hazardous waste site operations, will have received at least 8 hours of additional specialized training on managing such operations. Employees designated as Safety Coordinator – Hazardous Waste are considered 8-hour HAZWOPER Site Safety Supervisor trained.

12.1.3 Competent Person

The term "Competent Person" is used in many US (OSHA) and International standards and documents. Generally, a "competent person" is defined as one who, by way of training and/or experience, is capable of identifying existing and predictable hazards in the surroundings or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them. Some standards add additional specific requirements which must be met by the competent person.

CH2M's practice is that the employer responsible for directing the means and methods of an activity (typically the employer responsible for actually performing the work) is responsible for designating the qualified competent person for that activity. This is typically a subcontractor or a third party contractor, unless CH2M is actually self-performing the work. The RHSM will review and accept subcontractor competent persons.

Should CH2M self-perform work and an employee needs to be designated as a competent person, the CH2M site or project manager and/or supervisor shall coordinate with the client sector HSE Lead or RHSM to verify that the employee has the requisite training and experience to be identified as the competent person. A competent person designation form must be completed and kept with the project files, along with any accompanying documentation (training, experience) in accordance with SOP HSE-110, Training.

12.1.4 First Aid/Cardiopulmonary Resuscitation

First aid and CPR training consistent with the requirements of a nationally recognized organization such as the Red Cross Association, National Safety Council, or equivalent country organization shall be administered by a certified trainer. A minimum of two personnel per active field operation will have first aid and CPR training. Bloodborne pathogen training located on CH2M's Virtual Office is also required for those designated as first aid/CPR trained.

12.1.5 Safety Coordinator Training

SCs are trained to implement the HSE program on CH2M field projects. A qualified SC is required to be identified in the project safety plan for CH2M field projects. SCs must also meet the requirements of the worker category appropriate to the type of field project (construction or hazardous waste). In addition, the SCs shall have completed additional safety training required by the specific work activity on the project that qualifies them to implement the HSE program (for example, fall protection, excavation).

12.1.6 Site-Specific Training

Site-specific training will be addressed in the project safety plan. Prior to commencement of field activities, all field personnel assigned to a project will have completed site-specific training that will address the contents of applicable project safety plans, including the activities, procedures, monitoring, and equipment used in the site operations. Site-specific training will also include site and facility layout, potential hazards, risks associated with identified emergency response actions, and available emergency services. This training allows field workers to clarify anything they do not understand and to reinforce their responsibilities regarding safety and work operations for their particular activity.

13. Medical Surveillance and Qualification

(Reference CH2M SOP HSE-113, *Medical Surveillance*)

All site workers participating in HAZWOPER work will maintain an adequate medical surveillance program in accordance with the Medical Surveillance Enterprise Standard Operating Procedure HSE-113, 29 CFR 1910.120/29 CFR 1926.65 and other applicable OSHA standards or provincial requirements. Documentation of employee medical qualification (e.g., physician's written opinion) will be maintained in the project files and made available for inspection.

13.1 Hazardous Waste Operations and Emergency Response

CH2M personnel expected to participate in on site HAZWOPER tasks are required to have a current medical qualification for performing this work. Medical qualification shall consist of a qualified physician's written opinion regarding fitness for duty at a hazardous waste site, including any recommended limitations on the employee's assigned work. The physician's written opinion shall state whether the employee has any detected medical conditions that would place the employee at increased risk of material impairment of the employee's health from work in hazardous waste operations or emergency response, or from respirator use.

13.2 Respirator User Qualification

Personnel required to wear respirators must have a current medical qualification to wear respirators. Medical qualification shall consist of a qualified physician's written opinion regarding the employee's ability to safely wear a respirator in accordance with 29 CFR 1910.134 or provincial requirement.

13.3 Hearing Conservation

Personnel working in hazardous waste operations or operations that fall under 29 CFR 1910.95 (in the US), Provincial OH&S Code/Regulations (in Canada) or other country norms, and exposed to noise levels in excess of the 85dBA time-weighted average shall be included in a hearing conservation program that includes annual audiometric testing.

14. Site-Control Plan

14.1 Site-Control Procedures

(Reference CH2M SOP HSE-218, *Hazardous Waste Operations*)

Site control is established to prevent the spread of contamination throughout the site and to ensure that only authorized individuals are permitted into potentially hazardous areas.

The SC will implement site control procedures including the following bulleted items.

- Establish support, contamination reduction, and exclusion zones. Delineate with flags or cones as appropriate. Support zone should be upwind of the site. Use access control at entry and exit from each work zone.
- Establish onsite communication consisting of the following:
 - Line-of-sight and hand signals;
 - Air horn; and
 - Two-way radio or cellular telephone if available.
- Establish offsite communication.
- Establish and maintain the “buddy system.”

14.2 Remediation Work Area Zones

(Reference CH2M SOP HSE-218 Hazardous Waste Operations)

A three-zone approach will be used to control areas where site contaminants exist. Access will be allowed only after verification of appropriate training and medical qualification. The three-zone approach shall include an EZ, Contamination Reduction Zone (CRZ) and a Support Zone (SZ). The three-zone approach is not required for construction work performed outside contaminated areas where control of site contamination is not a concern.

Specific work control zones shall be established as necessary during task planning. Site work zones should be modified in the field as necessary, based on such factors as equipment used, air monitoring results, environmental conditions, or alteration of work plans. The following guidelines shall be used for establishing and revising these preliminary zone designations.

14.2.1 Support Zone

The SZ is an uncontaminated area (trailers, offices, field vehicles, etc.) that will serve as the field support area for most operations. The SZ provides field team communications and staging for emergency response. Appropriate sanitary facilities and safety and emergency response equipment will be located in this zone. Potentially contaminated personnel/materials are not allowed in this zone. The only exception will be appropriately packaged and decontaminated materials, or personnel with medical emergencies that cannot be decontaminated.

14.2.2 Contamination Reduction Zone

The CRZ is established between the EZ and the SZ, upwind of the contaminated area where possible. The CRZ provides an area for decontamination of personnel, portable handheld equipment and tools, and heavy equipment. In addition, the CRZ serves as access for heavy equipment and emergency support services.

14.2.3 Exclusion Zone

The EZ is where activities take place that may involve exposure to site contaminants and/or hazardous materials or conditions. This zone shall be demarcated to prevent unauthorized entry. More than one EZ may be established if

there are different levels of protection to be employed or different hazards that exist in the same work area. The EZ shall be large enough to allow adequate space for the activity to be completed, including field personnel and equipment, as well as necessary emergency equipment.

The EZ shall be demarcated with some form of physical barrier or signage. The physical barrier or signage shall be placed so that they are visible to personnel approaching or working in the area. Barriers and boundary markers shall be removed when no longer needed.

14.2.4 Other Controlled Areas

Other work areas may need to be controlled due to the presence of an uncontrolled hazard, to warn workers of requirements, or to prevent unauthorized entry. Examples include general construction work areas, open excavations, high noise areas, vehicle access areas, and similar activities or limited access locations. These areas shall be clearly demarcated with physical barriers (fencing, cones, reinforced caution tape or rope) as necessary and posted with appropriate signage.

15. Decontamination

(Reference CH2M SOP HSE-218, *Hazardous Waste Operations*)

Decontamination areas will be established for work in potentially contaminated areas to prevent the spread of contamination. Decontamination areas should be located upwind of the exclusion zone where possible and should consider any adjacent or nearby projects and personnel. The SC must establish and monitor the decontamination procedures and their effectiveness. Decontamination procedures found to be ineffective will be modified by the SC. The SC must ensure that procedures are established for disposing of materials generated on the site.

No eating, drinking, or smoking is permitted in contaminated areas and in exclusion or decontamination zones. The SC should establish areas for eating, drinking, and smoking.

15.1 Contamination Prevention

Preventing or avoiding contamination of personnel, tools, and equipment will be considered in planning work activities at all field locations. Good contamination prevention and avoidance practices will assist in preventing worker exposure and result in a more efficient decontamination process. Procedures for contamination prevention and avoidance include the following:

- Do not walk through areas of obvious or known contamination;
- Do not directly handle or touch contaminated materials;
- Make sure there are no cuts or tears in PPE;
- Fasten all closures in suits and cover them with duct tape, if appropriate;
- Take particular care to protect any skin injuries;
- Stay upwind of airborne contamination, where possible;
- Do not eat or drink in contaminated work areas;
- Do not carry food, beverages, tobacco, or flame-producing equipment into contaminated work areas;
- Minimize the number of personnel and amount of equipment in contaminated areas to that necessary for accomplishing the work;
- Choose tools and equipment with nonporous exterior surfaces that can be easily cleaned and decontaminated;
- Cover monitoring and sampling equipment with clear plastic, leaving openings for the sampling ports, as necessary; and
- Minimize the amount of tools and equipment necessary in contaminated areas.

15.2 Personnel and Equipment Decontamination

Personnel exiting an EZ must ensure that they are not spreading potential contamination into clean areas or increasing their potential for ingesting or inhaling potential contaminants. Personal decontamination may range from removing outer gloves as exiting the EZ, to proceeding through an outer layer doffing station including a boot and glove wash and rinse, washing equipment, etc. Equipment that has come into contact with contaminated media must also be cleaned/decontaminated when it is brought out of the EZ.

15.3 Decontamination During Medical Emergencies

Standard personnel decontamination practices will be followed whenever possible. For emergency life-saving first aid and/or medical treatment, normal decontamination procedures may need to be abbreviated or omitted. In this situation, site personnel shall accompany contaminated victims to advise emergency response personnel on potential contamination present and proper decontamination procedures.

Outer garments may be removed if they do not cause delays, interfere with treatment, or aggravate the problem. Protective clothing can be cut away. If the outer garments cannot be safely removed, a plastic barrier between the individual and clean surfaces should be used to help prevent contaminating the inside of ambulances or medical personnel. Outer garments can then be removed at the medical facility.

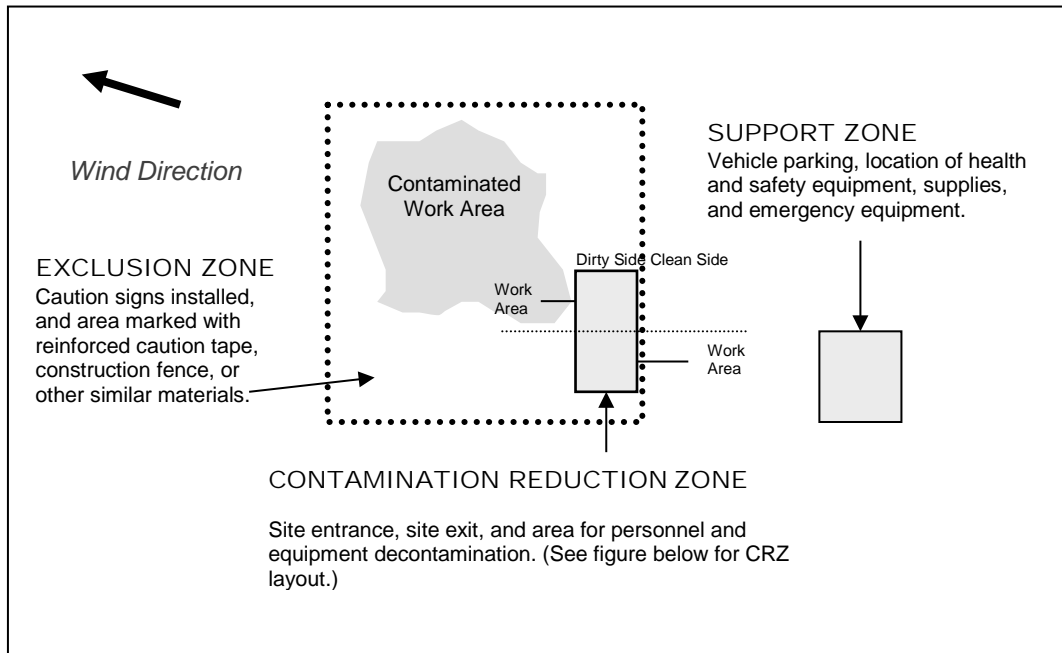
15.4 Waste Collection and Disposal

All contaminated material generated through the personnel and equipment decontamination processes (e.g., contaminated disposable items, gross debris, liquids, sludges) will be properly containerized and labeled, stored at a secure location, and disposed in accordance with the project plans.

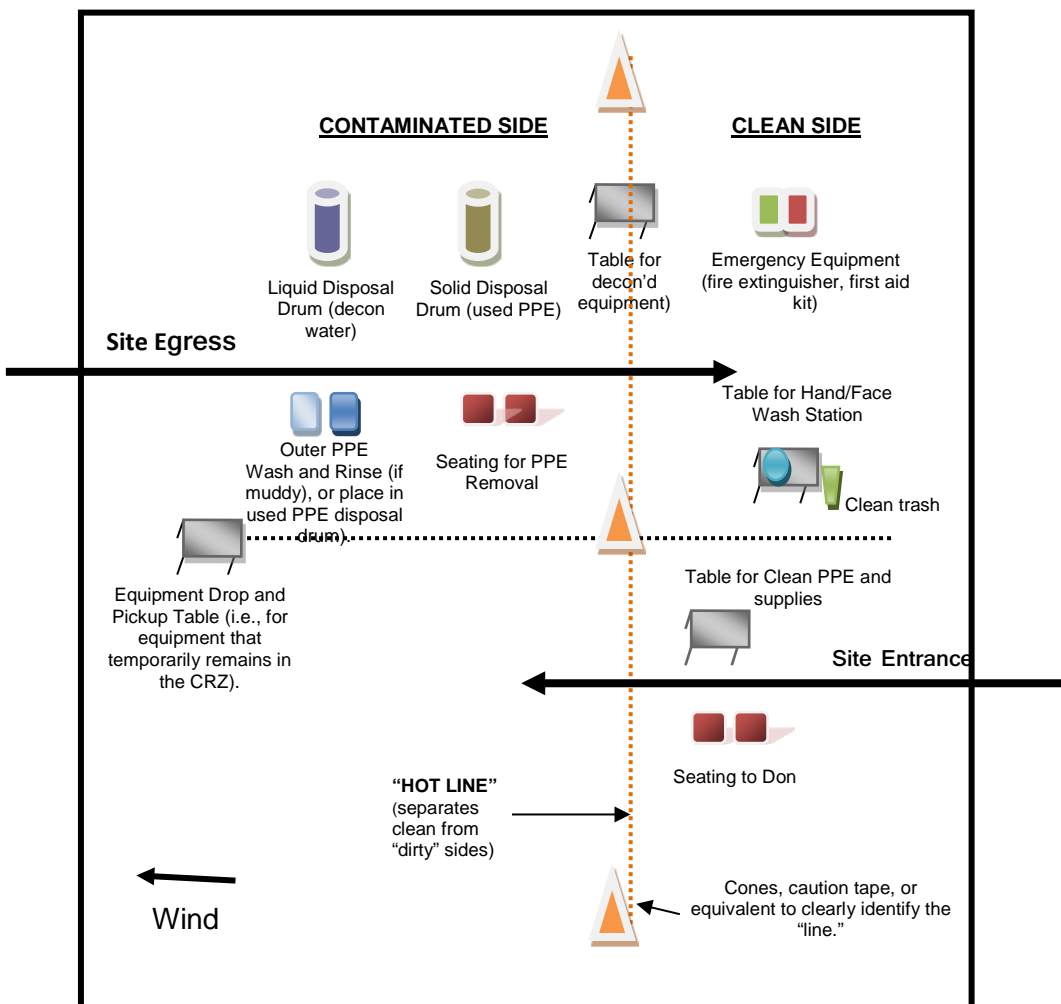
15.5 Diagram of Personnel-Decontamination Line

The following figure illustrates a conceptual establishment of work zones, including the decontamination line. Work zones are to be modified by the SC to accommodate task-specific requirements.

Work Area - Set up appropriately based on wind direction



Typical Contamination Reduction Zone



16. Emergency Preparedness

(Reference CH2M SOP HSE-106, *Emergency Planning*)

16.1 Pre-Emergency Planning

The Emergency Response Coordinator (ERC), typically the SC or their designee, performs the applicable pre-emergency planning tasks before starting field activities and coordinates emergency response with CH2M onsite parties, the facility, and local emergency-service providers as appropriate. Pre-Emergency Planning activities performed by the ERC include:

- Review the facility emergency and contingency plans where applicable;
- Determine what onsite communication equipment is available (two-way radio, air horn);
- Determine what offsite communication equipment is needed (nearest telephone, cell phone);
- Confirm and post the “Emergency Contacts” page and route to the hospital located in this section in project trailer(s) and keep a copy in field vehicles along with evacuation routes and assembly areas. Communicate the information to onsite personnel and keep it updated;
- Field Trailers: Post “Exit” signs above exit doors, and post “Fire Extinguisher” signs above locations of extinguishers. Keep areas near exits and extinguishers clear;
- Review changed site conditions, onsite operations, and personnel availability in relation to emergency response procedures;
- Where appropriate and acceptable to the client, inform emergency room and ambulance and emergency response teams of anticipated types of site emergencies;
- Inventory and check site emergency equipment, supplies, and potable water;
- Communicate emergency procedures for personnel injury, exposures, fires, explosions, and releases;
- Rehearse the emergency response plan before site activities begin. This may include a “tabletop” exercise or an actual drill depending on the nature and complexity of the project. Drills should take place periodically but no less than once a year;
- Brief new workers on the emergency response plan; and
- The ERC will evaluate emergency response actions and initiate appropriate follow-up actions.

16.2 Incident Response

In fires, explosions, or chemical releases, actions to be taken include the following:

- Notify appropriate response personnel;
- Shut down CH2M operations and evacuate the immediate work area;
- Account for personnel at the designated assembly area(s);
- Assess the need for site evacuation, and evacuate the site as warranted;
- Implement HSE-111, Incident Notification, Reporting and Investigation; and
- Notify and submit reports to clients as required in contract.

Small fires or spills posing minimal safety or health hazards may be controlled with onsite spill kits or fire extinguishers without evacuating the site. When in doubt evacuate. Follow the incident reporting procedures in the “Incident Notification, Reporting, and Investigation” section of this Handbook.

16.3 Emergency Medical Treatment

Emergency medical treatment is needed when there is a life-threatening injury (such as severe bleeding, loss of consciousness, breathing or heart has stopped). When in doubt if an injury is life-threatening or not, treat it as needing emergency medical treatment.

- Notify 911 or other appropriate emergency response authorities as listed in the “Emergency Contacts” page located in this section.
- The ERC will assume charge during a medical emergency until the ambulance arrives or until the injured person is admitted to the emergency room.
- Prevent further injury, perform decontamination (if applicable) where feasible; lifesaving and first aid or medical treatment takes priority.
- Initiate first aid and CPR where feasible.
- Notify supervisor and if the injured person is a CH2M employee, the supervisor will call the occupational nurse at 1-866-893-2514 and make other notifications as required by HSE SOP-111, *Incident Notification, Reporting and Investigation*.
- Make certain that the injured person is accompanied to the emergency room.
- Follow the Serious Incident Reporting process in HSE SOP-111, Incident Notification, Reporting and Investigation, and complete incident report using the HITS system on the VO or if not feasible, use the hard copy forms provided as an attachment to the project safety plan.
- Notify and submit reports to client as required in contract.

16.4 Evacuation

- Evacuation routes, assembly areas, and severe weather shelters (and alternative routes and assembly areas) are to be specified on the site map.
- Evacuation route(s) and assembly area(s) will be designated by the ERC or designee before work begins.
- Personnel will assemble at the assembly area(s) upon hearing the emergency signal for evacuation.
- The ERC and a “buddy” will remain on the site after the site has been evacuated (if safe) to assist local responders and advise them of the nature and location of the incident.
- The ERC will account for all personnel in the onsite assembly area.
- A designated person will account for personnel at alternate assembly area(s).
- The ERC will follow the incident reporting procedures in the “Incident Notification, Reporting and Investigation” section of this Handbook.

16.5 Evacuation Signals

Signal	Meaning
Grasping throat with hand	Emergency-help me.
Thumbs up	OK; understood.
Grasping buddy’s wrist	Leave area now.

16.6 Inclement Weather

Sudden inclement weather can rapidly encroach upon field personnel. Preparedness and caution are the best defenses. Field crew members performing work outdoors should carry clothing appropriate for inclement weather. Personnel are to take heed of the weather forecast for the day and pay attention for signs of changing weather that indicate an impending storm. Signs include towering thunderheads, darkening skies, or a sudden increase in wind. If stormy weather ensues, field personnel should discontinue work and seek shelter until the storm has passed.

Protective measures during a lightning storm include seeking shelter; avoiding projecting above the surrounding landscape (don't stand on a hilltop—seek low areas); staying away from open water, metal equipment, railroad tracks, wire fences, and metal pipes; and positioning people several yards apart. Some other general precautions include:

- Know where to go and how long it will take to get there. If possible, take refuge in a large building or vehicle. Do not go into a shed in an open area;
- The inclination to see trees as enormous umbrellas is the most frequent and most deadly mistake. Do not go under a large tree that is standing alone. Likewise, avoid poles, antennae, and towers;
- If the area is wide open, go to a valley or ravine, but be aware of flash flooding;
- If you are caught in a level open area during an electrical storm and you feel your hair stand on end, drop to your knees, bend forward and put your hands on your knees or crouch. The idea is to make yourself less vulnerable by being as low to the ground as possible and taking up as little ground space as possible. Lying down is dangerous, since the wet earth can conduct electricity. Do not touch the ground with your hands; and
- Do not use telephones during electrical storms, except in the case of emergency.

Remember that lightning may strike several miles from the parent cloud, so work should be stopped and restarted accordingly. The lightning safety recommendation is 30-30: Seek refuge when thunder sounds within 30 seconds after a lightning flash; and do not resume activity until 30 minutes after the last thunder clap.

High winds can cause unsafe conditions, and activities should be halted until wind dies down. High winds can also knock over trees, so walking through forested areas during high-wind situations should be avoided. If winds increase, seek shelter or evacuate the area. Proper body protection should be worn in case the winds hit suddenly, because body temperature can decrease rapidly.

16.6.1 Tornado Safety

Recognizing imminent tornado signs include seeing an unusually dark sky, possibly with some green or yellow clouds. You may hear a roaring or rumbling sound like a train, or a whistling sound like a jet. Large hail may also be falling. You may be able to see funnels, or they may be hidden by rain or hail.

Listen to your radio for tornado warnings during bad thunderstorms. If a tornado warning is issued, don't panic. Instead, listen and look. Quickly but calmly follow directions for getting to shelter.

Take cover. Indoors you should go down into the basement and crouch down under the stairs, away from windows. Do not take an elevator. If you can't get to a basement, go into a closet or bathroom and pull a mattress over you or sit underneath a sturdy piece of furniture on the ground floor near the center of the building. Pull your knees up under you and protect your head with your hands.

A bad place to be in a tornado is in a building with a large freestanding roof such as a gymnasium, arena, auditorium, church or shopping mall. If you are caught in such a building, take cover under something sturdy.

More than half of tornado deaths occur in mobile homes. If a tornado threatens, get out and go to a building with a good foundation, or lay down in a ditch away from vehicles and other objects.

If you are driving, get to a shelter, lie down in a ditch or seek cover up under the girders of an overpass or bridge. Stay as close to the ground as you can. Protect your head and duck flying debris.

Stay away from metal and electrical equipment because lightning accompanies tornadoes.

If you have time before the tornado strikes, secure objects such as garbage cans and lawn furniture which can injure people. While most tornado damage is a result of the violent winds, most injuries and deaths actually result from flying debris.

16.1 International Travel

It is the employee's responsibility to:

- Book ALL international travel (all modes of transportation and all accommodations) through your local CH2M-approved travel agent. This is essential to keep track of international travelers in times of crisis, and allows for the Travel Department to provide international travelers with up-to-date information regarding safety and security risks associated with their intended destination.
- Advise the in country CH2M office of your travel arrangements, including local hotel details and itinerary changes. Make changes through the approved travel agency.
- If the country you are visiting is categorized as a high or extreme risk country, complete the high/extreme risk travel form and notify the cognizant Regional Security Manager (RSM).
 - To determine a country's rating please go to the [Enterprise Security site](#) and look for Country/Area Risk/Threat Ratings under Quick Links
- Should CH2M not have an office in the country you are traveling to, advise your home HR contact of your travel arrangements, including your contact details.

If working on an international project site, ensure the HSM and Enterprise Security is involved and has had input into the safety plan, including any precautions for emergency planning and evacuation. Ensure that International SOS (ISOS) contact numbers and instructions are included with the safety plan. A separate security asset protection plan may be advised by Enterprise Security depending on country threat level.

17. Inspections

17.1 Management/Leadership Health, Safety, Security, and Environment Inspections and Feedback

Management Leadership is an integral part of CH2M's HSE culture. The [Management Inspection Checklist](#) and [HSE Feedback and Participation](#) forms facilitate PM leadership, provide an opportunity for PMs to mentor field staff on HSE, and identify any big picture actions to be addressed. Observations that would improve the global HSE program also should be included on the form. The project team will track and document corrective actions to closure. This Checklist does NOT take the place of a formal HSE audit. The PM shall:

- Complete one checklist/form per month during field work when visiting the site. The PM may delegate completion to the task lead, field team leader, or construction manager if the project is short duration and a visit is not planned for.
- Complete applicable sections of the checklist/form (can be typed or hand-written). Address issues with the field team, taking the opportunity to mentor staff by identifying the "root cause" of observation (e.g., why are SBOs not being completed, had this hazard been noted by any other team members?).
- E-mail the completed form to the address listed at the bottom of the form, and courtesy copy the Project Delivery Manager, Sector HSE Lead, and RHSM for tracking and review. Original should be kept in the project files.

The results of the site visit should be communicated with the site or project team during the visit. Other forms may be used to document management/leadership site visits.

17.2 Project Activity Self-Assessment Checklists

In addition to the hazard controls specified in this document, Project Activity Self-Assessment Checklists are contained as an attachment to the project safety plan. The Project-Activity Self-Assessment Checklists are based upon minimum regulatory compliance and some site-specific requirements may be more stringent. The objective of the self-assessment process is to identify gaps in project safety performance, and prompt for corrective actions in addressing these gaps. The self-assessment checklists, including documented corrective actions, shall be made part of the permanent project records and maintained by the SC.

The self-assessment checklists will also be used by the SC in evaluating the subcontractors and any client contractors' compliance on site.

17.3 Safe Work Observations

Safe Work Observations (SWOs, formerly referred to as Safe Behavior Observations, SBOs)) are a tool to be used by supervisors to provide positive reinforcement for work practices performed correctly, while also identifying and eliminating deviations from safe work procedures that could result in a loss.

The SC or designee shall perform at least one SWO each week for any field work performed by subcontractors or when there are at least two CH2M personnel performing field work.

The SC or designee shall complete the SWO form (attached to the project safety plan) for the task/operation being observed and submit them weekly.

E-mail the completed form to the appropriate e-mail address at the bottom of the [SWO Form](#).

18. Incident Notification, Reporting, and Investigation

(Reference CH2M SOP HSE-111, Incident Notification, Reporting and Investigation)

18.1 General Information

This section applies to the following:

- All injuries involving employees, third parties, or members of the public;
- Damage to property or equipment;
- Interruptions to work or public service (hitting a utility);
- Incidents which attract negative media coverage;
- Near misses;
- Spills, leaks, or regulatory violations; and
- Motor vehicle incidents.

Documentation, including incident reports, investigation, analysis and corrective measure taken, shall be kept by the SC and maintained onsite for the duration of the project.

18.2 Section Definitions

Incident: An incident is an event that causes or could have caused undesired consequences. An incident may be caused by natural forces, employees, subcontractors, or third parties in any location associated with CH2M operations, including offices, warehouses, project sites, private property, or public spaces. Incidents include:

- Injury or illness to a CH2M employee or subcontractor employee
- Property damage
- Spill or release of hazardous or regulated material
- Environmental or permit violation
- A “near-miss”
- A “near serious injury”
- Other such as a Worker Welfare issue, fire, explosion, bomb threat, workplace violence, or threats

Near Miss: A near-miss occurs when an intervening factor prevented an injury or illness, property damage, spill or release, permit violation or other event from occurring. Examples of near-miss situations include: a hard hat or other personal protective equipment (PPE) prevented an injury; secondary containment or emergency shutoff prevented a spill; or an alert co-worker prevented an incident.

Near Serious Injury Incident: A near serious injury is an incident that could have resulted in a serious injury (as described below) if not for an intervening factor that reduced or eliminated the severity.

Serious Incident

A Serious Incident must be immediately reported to senior management includes:

- Work related death, or life threatening injury or illness of a CH2M employee, subcontractor, or member of the public;
- Kidnap/missing person;
- Acts or threats of terrorism;

- Event that involves a fire, explosion, or property damage that requires a site evacuation or is estimated to result in greater than \$ 500,000 in damage; or
- Spill or release of hazardous materials or substances that involves a significant threat of imminent harm to site workers, neighboring facilities, the community or the environment.

18.3 Incident Notification and Reporting Requirements

All employees and subcontractors' employees shall immediately report any incident in which they are involved or witness verbally to the SC or HS Manager and Field Team Leader/Site Supervisor or PM (including "near misses").

Incident notification is made verbally through both the HSE and the Operations chain of command. Upon notification of an incident, the SC or HS Manager initiates the HSE notification chain, and the Field Team Leader or Supervisor initiates the Operations notification chain.

All recordable incidents and regulatory agency actions are reported up to the Sector President and the HSE Director. Other incident notification is made up the chains to the indicated group depending on the severity, and any project, geographic, or client specific notification and reporting requirements.

For serious injury and near serious injury incidents (CH2M or CH2M Subcontractor), the Sector HSE Manager must notify the HSE Director as soon as practical but within two hours of knowledge of the injury, and ensure that a rigorous incident investigation/root cause analysis process is implemented in a timely manner. Also, the incident cause analysis must identify the Plan, Do, Check, Act classification in accordance with Attachment 5 of SOP HSE-111.

If the incident was an environmental permit issue (potential permit non-compliance, other situation that result in a notice of violation) or a spill or release, contact the Project EM immediately so evaluation of reportable quantity requirements and whether agency reporting is required. Spills and releases must be reported without delay because "immediately" has been interpreted in many jurisdictions to mean 15 minutes.

The CH2M team shall comply with all applicable statutory incident reporting requirements (e.g., OSHA, OH&S (MOL, MOE) the police, or state or Federal environmental agency).

For all Worker Welfare incidents (listed in Policy 113, Worker Welfare, Section 3, Figure 1, The Division of Worker Welfare Issues), CH2M project worker, subcontractor worker, and third party contractor worker (when CH2M has health and safety oversight) will be reported to the PM and RHSM, who will contact the Regional Managing Director.

CH2M project workers, subcontractor workers, and third party Contractor workers when CH2M has health and safety oversight may submit a confidential concern regarding a Worker Welfare issue through the [The Guideline](#). The issue will be assigned to the RHSM and/or Region HSM.

18.4 Drug and Alcohol Testing for CH2M Employees

As required by CH2M Policy 810, employees may be subject to post-incident and reasonable suspicion drug and alcohol testing. The Employee must submit to drug and alcohol testing if the supervisor has a reasonable suspicion, and when any of the following occur:

- Work-related injury in which the Company reasonably believes (under the Reasonable Suspicion provisions in the Policy) that drug and/or alcohol use is a contributing factor;
- Incident resulting in property damage over USD\$500 as determined by the Company;
- Injury on or in Company Property/Workplace (to Employee or third parties) involving the Employee's use of heavy machinery as determined by the Company;
- Incident considered to be a serious near-miss injury that occurs in the field or in the office as determined by the Company and where the Company reasonably believes (under the Reasonable Suspicion provisions in the Policy) that drug and/or alcohol use is a contributing factor to the serious near miss injury;

-
- Other circumstances as dictated by Employee Relations; or
 - An Employee contributes to any of the above.

Except in emergencies, the employee must remain available for testing. Failure to remain available will be considered as a refusal to submit to the testing, which will result in disciplinary action. Following the test, if there is no reasonable suspicion, the Employee returns to work. The employee will not be allowed to operate any company vehicle or company equipment, or work in any designated areas, pending the result of the drug and/or alcohol test.

Employees who are required to submit to reasonable suspicion testing are prohibited from transporting themselves to or from the collection site. The supervisor will arrange for transportation; the employee will be transported by a CH2M staff member. The employee must remain under the direct observation of the supervisor until turned over to the transporter. The employee will not be allowed to eat or drink unless instructed by the collector as this may hinder or decrease the company's ability to obtain a valid sample once the drug and/or alcohol test is administered.

After returning from the collection site, the employee must make arrangements to be transported home or to his/her residence. Supervisors must contact local authorities if an employee insists on driving a vehicle. Pending receipt of the drug and alcohol test results, the employee may not return to work.

18.5 Drug and Alcohol Testing for Subcontractors

The drug and alcohol testing requirements stated above apply to subcontractors when required by the subcontract.

18.6 HITS System and Incident Report Form

CH2M maintains a HITS entry and/or Incident Report Form (IRF) for all work-related injuries and illnesses sustained by its employees in accordance with recordkeeping and insurance requirements. A HITS entry and/or IRF will also be maintained for other incidents (property damage, fire or explosion, spill, release, potential violation, and near misses) as part of our loss prevention and risk reduction initiative.

The SC shall complete an entry into the Hours and Incident Tracking System (HITS) database system located on CH2M's Virtual Office (or if VO not available, use the hard copy Incident Report Form and Root Cause Analysis Form and forward it to the RHSM) within 24 hours and finalize those forms within 3 calendar days.

18.7 Injury Care for Employees (for U.S./Canada/Puerto Rico based CH2M Staff Only)

(Reference CH2M, SOP HSE-124, Injury Care for Employees)

18.7.1 Background

The Injury Care for Employees (ICE) Program has been established to provide orderly, effective and timely medical treatment and return-to-work transition for an employee who sustains a work-related injury or illness. It also provides guidance and assistance with obtaining appropriate treatment to aid recovery, keep supervisors informed of employee status, and to quickly report and investigate work-related injury/illnesses to prevent recurrence.

To implement the ICE Program successfully, supervisors and/or SC should:

- Ensure employees are informed of the ICE Program;
- Become familiar with the Notification Process (detailed below); and
- Post the ICE Poster.

18.7.2 The Injury Care for Employees Notification Process:

- If the injury or illness is serious, get help and start the emergency response process.

- Employee verbally informs their supervisor. Verbal **notifications must be made as soon as possible: notify the Safety Coordinator (SC), the Project Manager (PM), the Responsible H&S Manager (RHSM), and the Operations Leader (OL).**
- Employee calls the ICE Program toll free number 1-866-893-2514 immediately and speaks with the Occupational Injury Nurse. This number is operable 24 hours per day, 7 days a week. **Employees are encouraged to enter this phone number into their cell phones prior to starting field work.**
- Supervisor ensures employee immediately calls the ICE Program number. Supervisor makes the call with the injured worker or for the injured worker, if needed.
- Nurse assists employee with obtaining appropriate medical treatment, as necessary schedules clinic visit for employee (calls ahead, and assists with any necessary follow up treatment). The supervisor or SC accompanies the employee if a clinic visit is necessary to ensure that employees receive appropriate and timely care.
- Supervisor or SC completes the HITS entry or Incident Report Form immediately (within 24 hours) and forwards it to the Project Manager and RHSM.
- Nurse notifies appropriate CH2M staff by e-mail (supervisor, Health & Safety, Human Resources, Workers' Compensation).
- Nurse communicates and coordinates with and for employee on treatment through recovery.
- Supervisor ensures suitable duties are identified and available for injured or ill workers who are determined to be medically fit to return to work on transitional duty (temporary and progressive).
- Supervisor ensures medical limitations prescribed (if any) by physician are followed until the worker is released to full duty.

18.8 Serious Incident Reporting Requirements

(Reference CH2M SOP HSE-111, Incident Reporting, Notification and Investigation)

The serious incident reporting requirements ensures timely notification and allows for positive control over flow of information so that the incident is handled effectively, efficiently, and in conjunction with appropriate corporate entities. This standard notification process integrates HSE and Firm Wide Security Operations requirements for the consistent reporting of and managing of serious events throughout our operations.

18.8.1 Serious Incident Determination

The following are general criteria for determining whether an incident on CH2M owned or managed facilities or program sites is considered serious and must be immediately reported up to Group President level through the reporting/notification process:

- Work related death, or life threatening injury or illness of a CH2M employee, subcontractor, or member of the public;
- Kidnap or missing person;
- Acts or threats of terrorism;
- Event that involves a fire, explosion, or property damage that requires a site evacuation or is estimated to result in greater than \$ 500,000 in damage; or
- Spill or release of hazardous materials or substances that involves a significant threat of imminent harm to site workers, neighboring facilities, the community or the environment.

18.8.2 Serious Incident Reporting

If an incident meets the "Serious Incident" criteria, the Project Manager is to immediately contact the Crisis Manager at 720-286-4911, then follow the standard incident reporting procedure.

For all serious incidents this standard reporting process is implemented immediately so as to ultimately achieve notification to the Business Group President within 2 hours of incident onset or discovery, and notification to appropriate corporate Crisis Management Support Team.

Ontario and Alberta have additional serious incident reporting requirements; refer to your health and safety plan for details or speak to your health and safety manager.

18.9 Cause Analysis/Incident Investigation

The sector conducts incident investigations to determine how an incident happened, to identify the root causes, and to prevent recurrence by implementing corrective actions.

Specific guidelines for conducting an incident investigation are described in Section 5.6 of [SOP HSE-111](#).

All incidents must be investigated, and the investigation must be based on facts that clearly identify the sequence of events and the factors that contributed to the incident to determine the immediate and basic causes.

In accordance with the SOP, a Root Cause Analysis (RCA) is completed for all recordable incidents, serious injuries/near serious injuries, property damage incidents in excess of \$5,000.00 (U.S.), environmental permit violations, spills and releases, which are required to be reported to regulatory agencies, and any other incident, including near misses, where the HSE Manager/RHSM or PM determines a RCA is appropriate.

A RCA must be completed using the process or equivalent described in Attachment 5 of the SOP. The incident investigation team should include the HSE Manager/RHSM or designee, the involved party(ies), a responsible operations representative (e.g. PM, construction Manager, crew supervisor, etc.), and an independent management representative not associated with the incident.

During the incident investigation phase, one of the tools that can be used is the Det Norske Veritas (DNV) Systematic Cause Analysis Technique (SCAT) chart. The chart consistently identifies direct and root causes and facilitates tracking and trending areas for improvement. By using a consistent cause analysis system, trending can be performed for individual projects, programs, Sectors or regions as needed. The SCAT chart can be used along with any client-required cause analysis system, or other common cause analysis techniques such as the "5-WHYS."

Recordable injury and near serious injury incidents must include identifying the Plan, Do, Check, Act incident cause(s).

The HSE Manager/RHSM/REM makes certain that an investigation is complete and results are entered into HITS.

Investigation information, including the results of a RCA, is entered into the applicable evaluation sections in HITS, such as the immediate cause(s), root cause(s), and corrective action(s). When corrective actions are verified as completed, the HITS should be closed by the HSE Manager/RHSM/EM. Non-crisis investigations will be documented by updating the HITS incident report and describing the investigation facts in the Evaluation sections.

19. Waste Management, Transport and Disposal

Waste generated at CH2M project sites is the client's property. CH2M may manage the waste on behalf of the client, but the client retains ownership and ultimate responsibility. If the client requests CH2M to take ownership, sign waste profiles, manifests or bills of lading, the procedures in Policy 316 must be followed.

19.1 Waste Management

The following procedures shall be followed when CH2M manages waste on the client's behalf. Due to stringent regulatory requirements in some geographies, specific waste management requirements shall be included in a project-specific Waste Management Plan if any of the following wastes are anticipated:

- Aerosol Cans
- Asbestos
- Batteries
- Concrete
- Contaminated PPE
- Contaminated Soil
- Drilling Mud or Cuttings
- Empty Paint Cans
- Fluorescent Light Tubes and Ballasts
- Gas Cylinders
- Gypsum Board
- Hazardous Waste
- Investigation-Derived Waste
- Lead-Based Paint Debris
- Oil/Water Separator Sludge or Tank Bottoms
- Oily Rags and Absorbents
- Purge and Development Water
- Sample Kits
- Scrap Metal
- Spent Granular Activated Carbon (GAC)
- Used Oil and Filters

Strategy – The following strategies will be evaluated in accordance with SOP [HSE-413 Waste Management Planning](#) for managing project wastes, stated in order of preference:

1. Reduction and reuse
2. Evaluate alternatives to disposal
3. Off-site recycling or disposal

Minimization – All activities shall be evaluated for waste minimization opportunities. Waste minimization practices are described throughout this Waste Management Plan.

Characterization – All waste will be characterized in accordance with SOP HSE-408, Waste Characterization, Sampling and Analysis. State-specific requirements must also be evaluated.

Municipal Trash

The generation of solid waste or municipal trash will be minimized to the extent possible. Typical ways to minimize waste include:

- Using ceramic or glass mugs instead of paper cups
- Recycling office paper, cardboard, aluminum cans, and bottles
- Recycling scrap metal
- Sending green wastes to a composting facility

Wastes that cannot be readily recycled, such as lunch waste and plastic packaging, will be consolidated and disposed of as municipal solid waste. Care will be exercised so that trash and industrial solid wastes are segregated and not mixed.

Unanticipated Wastes

It is not uncommon to discover unanticipated contamination in areas on a project site presumed to be “clean.” When unknown waste materials are found on a project site, the requirements in Section 7.18 must be followed.

19.2 Waste Transport

Transporters are prequalified by the Waste Coordinator in accordance with HSE SOP 215. The transportation company must demonstrate and document a sound health and safety training and monitoring program, and must have a written spill response plan in place. Transporters must be permitted in their location if required (e.g., in the US, permits are issued by individual states disposal facilities listed on their permits.)

Manifesting

In the US, hazardous waste must be manifested using a Hazardous Waste Manifest and LDR notification/certification form. A Waste Coordinator must review all hazardous waste manifests. Only DOT-trained staff may complete a manifest. Consult the Hazardous Waste Manifest SOP (HSE-410) for more information. Manifests and LDR forms will usually be provided by the disposal facility. Be sure to use the manifest of the state where the hazardous waste will be disposed of (if no state manifest is available, use the manifest for the state of origin).

Before allowing the manifested waste to leave, a **client representative** must sign the manifest certification by hand. The client or CH2M representative must:

- Obtain the handwritten signature of the initial transporter and date of acceptance on the manifest;
- Retain one copy for the client files and make a photocopy for CH2M files; and
- Give the remaining copies of the manifest form to the transporter.

The original signed manifest is required by state and federal regulations to be returned to the client within 35 days of the ship date. All hazardous waste shipments should be tracked using a Waste Tracking Form. Record all efforts to obtain the status of the waste shipment. Be sure the client understands that an exception report must be submitted to EPA Region for the generator if the manifest is not received within 45 days of the ship date.

Waste Pickup

Disposal facilities often request that shipments be scheduled with a 1- to 2 -week lead time. At this point, the signed shipping documents described above should be delivered to the project site for the scheduled waste pickup. Assign an individual to supervise the pickup at the project site and ensure that all shipping papers are properly signed by the transporter. The onsite representative must *not* sign any shipping documents unless authorized in the client contract and prior approval under CH2M Policy 316.

Copies of Shipping Documents

Keep copies of all manifests in the project file and ensure that the client distributes copies as required by local regulations. In the US:

- One copy to the TSD's state hazardous waste management agency;
- One copy to the generator's state hazardous waste agency;
- One copy for the client's file; and
- One copy for the CH2M project file.

19.3 Waste Disposal

Identify Potential Disposal Facilities

The Waste Coordinator will help identify potential disposal facilities using procedures discussed in the Waste Characterization, Sampling and Analysis SOP ([HSE-408](#)). Consider the following criteria in selecting disposal facilities:

- Whether the disposal facility is already approved for use by the client and CH2M;
- The desired method of treatment or disposal (e.g., incineration vs. land disposal);
- The disposal facility's permit (e.g., can they accept PCBs, hazardous waste, or radioactive waste);
- The disposal facility's turnaround time on approvals;
- The form of waste, (i.e., is it soil, debris, semi-solid, or liquid);
- The mass or volume of waste;
- The cost of transportation and disposal; and
- Facility compliance with the CERCLA Offsite Rule for wastes from Superfund sites for projects in the US.

Identify one disposal facility as a primary and a second facility as alternate in the event that laboratory testing or other observations prove the waste to be different than initially determined. Obtain a written quotation from the disposal facility.

Once potential disposal facilities are identified, they must be evaluated by the Waste Coordinator under the Contracts and Subcontracts SOP ([HSE-215](#)).

Waste Characterization, Sampling and Analysis

Procedures for waste characterization, sampling, and analysis are discussed in the WMP and Waste Characterization, Sampling and Analysis SOP ([HSE-408](#)).

Land Disposal Restrictions and Treatment Standards

In the US, the project-specific Waste Management Plan will include LDR and treatment requirements. **Waste Profile Forms**

Prepare the waste profile forms provided by the disposal facility and include proper DOT shipping name and EPA hazardous waste numbers, where appropriate. Only CH2M staff with Waste Management and Dangerous Good Shipping training may prepare a waste profile form. Only the client can sign the waste profile. All waste profiles will be reviewed by the Waste Coordinator. Waste profile review and approval turnaround ranges from 1 to 4 weeks, depending on the disposal facility and type of waste involved.

If the waste profile is acceptable, the disposal facility will issue a letter of approval outlining terms and conditions for receipt of waste shipments. A price quotation is usually included with estimated costs and a list of possible surcharges. Review these items with your client prior to accepting the terms or scheduling a shipment. This is also a good point at which to finalize waste disposal agreements, purchase orders, and perform any necessary desk audits if not previously done. See SOP HSE-215 for additional guidance on procuring waste management subcontractors.

19.4 Waste Recordkeeping

Copies of the following documents must be maintained by the client and should be maintained in CH2M project files for at least 3 years from the date the hazardous waste was accepted by the initial transporter:

- Manifests signed by the disposal facility;
- Land Disposal Restriction (LDR) notification and certification forms if required;*
- Biennial Reports;

- Exception Reports; and
- Hazardous waste characterization information, including test results, waste analyses, profiles, process calculations, or generator knowledge.

**NOTE: LDR notification and certification forms and hazardous waste characterization information must be retained for 5 years.*

Reports

Annual or biennial hazardous waste reports and exception reports may be required. A certificate of destruction may also be issued for recycled material. As always, maintain copies for both the client's file and the CH2M project file, according to client and CH2M procedures.

**Note: Do not prepare client reports such as biennial and exception reports without first making sure it is in our scope. These reports can be complex and carry significant liability.*

20. Records and Reports

An organized project filing system is essential for good documentation and recordkeeping. There are many benefits to an organized filing system:

- Other CH2M employees can easily and quickly find documents;
- Records are readily available for review;
- Records may be needed during regulatory agency investigations, audits, or other legal matters;
- Records may be needed on short notice in case of an injury, illness or other emergency; and
- Systematic recordkeeping aids in overall project organization.

The project filing system shall be established at the beginning of the project and maintained throughout all phases of construction and archived in accordance with CH2M's Records Retention Policy. The information contained in the filing system shall be updated regularly and/or as specified in this document. The PM and SC are responsible for collecting documentation, including subcontractor documentation, and maintaining a complete and organized filing system.

Below are examples of records that must be maintained as the project progresses:

- Exposure records includes air monitoring data (including calibration records), SDSs, exposure modeling results;
- Physical hazard exposure records include noise, ionizing radiation, non-ionizing radiation, vibration, and lasers exposure assessments and measurements;
- Respiratory fit test records;
- Training records;
- Incident reports, investigations and associated back-up information such as agency notifications, calculations, and corrective actions taken;
- Federal, provincial, or state agency inspection records;
- Waste analytical data;
- Waste profiles;
- Manifests;

- Permit inspection records;
- Permit Notice of Intent
- Permit Termination Notice
- Agency submittals and reports;
- Certifications [such as Notice(s) of Intent, state-required erosion and sediment control inspector certifications, Stormwater Pollution Prevention Plan (if permit requires certification), and discharge, wastewater, and monitoring data];
- Other Records:
 - Ergonomic evaluations;
 - HSE audits and assessments;
 - Project-specific HSE plans;
 - Confined space entry permits;
 - Equipment inspections;
 - Equipment maintenance;
 - Emergency equipment inspection records;
 - SBOs;
 - Self-assessment checklists
- The RHSM shall coordinate with the PM or designee to ensure that final project-specific HSE records described in this section, including negative exposure determinations, are maintained with the project files in accordance with the CH2M records retention schedule, or forwarded to the Medical Surveillance Program Administrator, as appropriate. Records retention requirements are detailed in the Recordkeeping and Access to Records SOP, HSE-119.

CH2M Employee Sign-Off

I hereby acknowledge that I have received, read, understand, and will comply with this Handbook.

Name (printed): _____

Signature: _____

Employee Number (GEN): _____

Date: _____

Make a photo copy or scan and send this completed sign-off page to your CH2M Safety Program Assistant (SPA).

Subcontractor Sign-Off

CH2M HSE FIELD HANDBOOK

The CH2M subcontractors listed below have been provided with this Handbook, have read and understand it, and agree to abide by its provisions.

This sign-off sheet shall be maintained with the project safety plan.

Project Name:

Project Number:

EMPLOYEE NAME (Please print)	EMPLOYEE SIGNATURE	COMPANY	DATE

Attachment 2
Chemical Inventory/Register Form

Chemical Inventory/Register Form

Refer to SOP HSE-107, Attachment 1, for instructions on completing this form.

Location:			
HCC:			
<input type="checkbox"/> Office	<input type="checkbox"/> Warehouse	<input type="checkbox"/> Laboratory	<input type="checkbox"/> Project:
Project No.:			

Regulated Product	Location	Container labeled (✓if yes)	SDS available (✓if yes)

SDS for the listed products will be maintained at:
--

Attachment 3
Chemical-Specific Training Form

Chemical-Specific Training Form

Refer to SOP HSE-107 Attachment 1 for instructions on completing this form.

Location:	Project # :
HCC:	Trainer:

TRAINING PARTICIPANTS:

NAME	SIGNATURE	NAME	SIGNATURE

REGULATED PRODUCTS/TASKS COVERED BY THIS TRAINING:

The HCC shall use the product SDS to provide the following information concerning each of the products listed above.

- ☐ Physical and health hazards
- ☐ Control measures that can be used to provide protection (including appropriate work practices, emergency procedures, and personal protective equipment to be used)
- ☐ Methods and observations used to detect the presence or release of the regulated product in the workplace (including periodic monitoring, continuous monitoring devices, visual appearance or odor of regulated product when being released, etc.)

Training participants shall have the opportunity to ask questions concerning these products and, upon completion of this training, will understand the product hazards and appropriate control measures available for their protection.

Copies of SDSs, chemical inventories, and CH2M’s written hazard communication program shall be made available for employee review in the facility/project hazard communication file.

Attachment 4
Project Activity Self-Assessment
Checklists/Permits/Forms

Heat Stress Physiological Monitoring Form

Project:								
Date:					Company:			
1. Take and record measurement of temperature or pulse at the frequency indicated in the safety plan. 2. Follow the Physiological Monitoring Protocol in the safety plan. 3. Never continue work if your body temperature is more than 100.4° F/38° C, or if you are experiencing sudden and severe fatigue, nausea, dizziness, or lightheadedness.								
Employee: Describe action taken below if measurements are exceeded:								
Time								
Temp								
Pulse								
Employee: Describe action taken below if measurements are exceeded:								
Time								
Temp								
Pulse								
Employee: Describe action taken below if measurements are exceeded:								
Time								
Temp								
Pulse								
Employee: Describe action taken below if measurements are exceeded:								
Time								
Temp								
Pulse								
Employee: Describe action taken below if measurements are exceeded:								
Time								
Temp								
Pulse								

Field Documentation, Readiness, and Implementation		Comments
Health and Safety Plan(s)		
<input type="checkbox"/>	CH2M plan signed by HSM and PM; plan and Handbook at site	
<input type="checkbox"/>	CH2M plan approved (within last year)	
<input type="checkbox"/>	Sub HSP, if applicable, accepted by HSM and onsite	
<input type="checkbox"/>	All field workers signed both CH2M and, if applicable, Subplan	
AHAs		
<input type="checkbox"/>	All field tasks covered by AHA	
<input type="checkbox"/>	CH2M AHAs present and approved by HSM	
<input type="checkbox"/>	Sub AHAs present and accepted by HSM	
Training and Medical Certs		Tracking form available
<input type="checkbox"/>	CH2M certs verified current	
<input type="checkbox"/>	Sub certs verified current	
<input type="checkbox"/>	Specialized training certs verified (CSE, fall protection, forklift)	
Safety Meeting/PTSP Documentation		
<input type="checkbox"/>	Forms available	
HazCom-required paperwork		
<input type="checkbox"/>	Inventory developed (HSP Attachment)	
<input type="checkbox"/>	SDSs available	
<input type="checkbox"/>	Training documented (HSP Attachment)	
Project Self-Assessment Checklists		
<input type="checkbox"/>	Checklists available per HSP	
<input type="checkbox"/>	Corrective actions to be taken tracked and closed out	
SWOs (formerly SBOs)		
<input type="checkbox"/>	Forms available and frequency of completion known	
<input type="checkbox"/>	SBO e-mail addresses known (see form, send once a week)	
Incident/Injury reporting process/paperwork (HITS)		
<input type="checkbox"/>	Notification and HITS entry process known and paperwork available	
Air monitoring instrumentation and documentation		
<input type="checkbox"/>	Correct equipment per HSP (correct PID lamp, if applicable) available	
<input type="checkbox"/>	Calibration gas, if applicable, ordered and onsite	
<input type="checkbox"/>	Action levels known	
<input type="checkbox"/>	Calibration documented prior to use	
<input type="checkbox"/>	Breathing zone readings documented	
<input type="checkbox"/>	Completed air monitoring documentation sent to SPA	
Physiological monitoring paperwork		
<input type="checkbox"/>	Action levels known	
<input type="checkbox"/>	WBGT, thermometer, or watch available	
<input type="checkbox"/>	Form available	
Special permits (Hot Work, CSE, etc.)		
<input type="checkbox"/>	Required forms and permits available	

Specific/specialized plans and postings (Lone Worker, Critical Lift, asbestos)	
<input type="checkbox"/>	Lone worker protocol established (if applicable)
<input type="checkbox"/>	Lead or asbestos plans in place (if applicable)
<input type="checkbox"/>	Critical lift plan necessary?
Emergency Planning	
<input type="checkbox"/>	Emergency Contacts and route to hospital posted
<input type="checkbox"/>	Emergency plan rehearsed (table top at minimum)
Equipment Inspections	
<input type="checkbox"/>	Equipment inspected as brought on site
<input type="checkbox"/>	Regular heavy equipment inspections documented
Personal Protective Equipment	
<input type="checkbox"/>	PPE verified per HSP/AHAs and on site
Environmental Considerations	
<input type="checkbox"/>	Waste drums on-site
<input type="checkbox"/>	Erosion control devices on site
<input type="checkbox"/>	Labels available and crew knows how to fill out?
Decon	
<input type="checkbox"/>	Any special equipment needed? (Tubs, brushes, waste drums?)
SC REMINDERS	
DAILY	
<input type="checkbox"/>	PTSP, Daily Safety Meeting, review observations from previous day's work with CH2M team/subs
<input type="checkbox"/>	Informal site inspections (documented in logbook along with any corrective actions taken)
<input type="checkbox"/>	Air monitoring calibration documented on daily site monitoring form or in logbook
<input type="checkbox"/>	Air monitoring readings documented on daily site monitoring (or equivalent) form and kept in project files
<input type="checkbox"/>	Heat stress monitoring conducted if specified in plan
<input type="checkbox"/>	Incident reporting/assist with investigations
<input type="checkbox"/>	Filling out field logbook
<input type="checkbox"/>	Ensure SDSs for new chemicals brought onsite are inventoried and added to SDS book, training is given to CH2M personnel or subs are giving training to their workers
<input type="checkbox"/>	Briefing on CH2M HSP for any new personnel coming onsite, including subcontractor personnel and verifying training
<input type="checkbox"/>	Project file maintenance for H&S documentation
WEEKLY	
<input type="checkbox"/>	Safe Work Observations – send to SBO mailbox (more frequently if indicated in safety plan)
<input type="checkbox"/>	Complete self-assessment checklists (applicable to type of work going on and as specified in safety plan)
MONTHLY	
<input type="checkbox"/>	Fire extinguisher inspections (document on fire extinguisher tags)
<input type="checkbox"/>	First aid kit/eyewash inspections (documented—for eyewash on tag—first aid kit in logbook)

MANDATORY POSTINGS	
<input type="checkbox"/>	State and Federal required postings including minimum wage, OSHA "It's the Law," fair employment, worker's compensation, etc. (Vendor for all-in-one poster is <i>Compliance Poster Company</i> 1-800-817-7678)
<input type="checkbox"/>	Evacuation routes and rally points
<input type="checkbox"/>	Tornado shelter (as applicable)
<input type="checkbox"/>	OSHA 300 log (February thru April of every year)
<input type="checkbox"/>	Emergency phone numbers
<input type="checkbox"/>	Route to Hospital map and phone number
<input type="checkbox"/>	Others -- CH2M VO Enterprise HSE Page - Posters

Underground Utility Verification

Project No.:		Project Name:	
Site Address:			
Date:		PM:	
Utility Locator:		Field Personnel:	
Ground Disturbance Scope and Equipment (drill rig, backhoe, or other):			

	Description	Yes	No*	NA/Notes																																								
1	Obtained and reviewed available utility diagrams or as-built drawings for facility.																																											
2	A facility contact with knowledge of utility locations was met onsite. Facility contact reviewed and approved proposed locations of intrusive work. Facility Contact: _____ Phone Number: _____																																											
3	Proposed ground disturbance areas are "white lined" by project team. White-lined areas should be a 20-foot minimum radius around the proposed ground disturbance location, unless buildings or hazards prohibit marking a 20-foot radius. White paint or pin flags should be used.																																											
4	Contacted the designated local utility notification service (such as 811) and notification ticket is current (according to state/provincial law, typically 10 to 15 days).																																											
5	<p>Public utility companies have been contacted and utilities located and marked.</p> <table border="0"> <thead> <tr> <th></th> <th><u>Present</u></th> <th><u>Not present</u></th> <th><u>Response method (mark, phone, email) & notes</u></th> </tr> </thead> <tbody> <tr> <td>High-Voltage Electric</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>_____</td> </tr> <tr> <td>Low-voltage Electric</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>_____</td> </tr> <tr> <td>Gas</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>_____</td> </tr> <tr> <td>Process/Fuel</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>_____</td> </tr> <tr> <td>Water</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>_____</td> </tr> <tr> <td>Storm</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>_____</td> </tr> <tr> <td>Sewer</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>_____</td> </tr> <tr> <td>Telecommunication</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>_____</td> </tr> <tr> <td>Irrigation</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td>_____</td> </tr> </tbody> </table>		<u>Present</u>	<u>Not present</u>	<u>Response method (mark, phone, email) & notes</u>	High-Voltage Electric	<input type="checkbox"/>	<input type="checkbox"/>	_____	Low-voltage Electric	<input type="checkbox"/>	<input type="checkbox"/>	_____	Gas	<input type="checkbox"/>	<input type="checkbox"/>	_____	Process/Fuel	<input type="checkbox"/>	<input type="checkbox"/>	_____	Water	<input type="checkbox"/>	<input type="checkbox"/>	_____	Storm	<input type="checkbox"/>	<input type="checkbox"/>	_____	Sewer	<input type="checkbox"/>	<input type="checkbox"/>	_____	Telecommunication	<input type="checkbox"/>	<input type="checkbox"/>	_____	Irrigation	<input type="checkbox"/>	<input type="checkbox"/>	_____			
	<u>Present</u>	<u>Not present</u>	<u>Response method (mark, phone, email) & notes</u>																																									
High-Voltage Electric	<input type="checkbox"/>	<input type="checkbox"/>	_____																																									
Low-voltage Electric	<input type="checkbox"/>	<input type="checkbox"/>	_____																																									
Gas	<input type="checkbox"/>	<input type="checkbox"/>	_____																																									
Process/Fuel	<input type="checkbox"/>	<input type="checkbox"/>	_____																																									
Water	<input type="checkbox"/>	<input type="checkbox"/>	_____																																									
Storm	<input type="checkbox"/>	<input type="checkbox"/>	_____																																									
Sewer	<input type="checkbox"/>	<input type="checkbox"/>	_____																																									
Telecommunication	<input type="checkbox"/>	<input type="checkbox"/>	_____																																									
Irrigation	<input type="checkbox"/>	<input type="checkbox"/>	_____																																									
6	Client- or facility-specific permit or procedure complete (such as dig permit).																																											
7	A qualified, independent field survey provider performed a field survey to identify, locate, and mark potential subsurface utilities in the work area.																																											
8	Independent field survey provider used appropriate instrumentation and geophysical technologies (for example, radio frequency [RF], electromagnetic [EM], ground-penetrating radar [GPR]). Describe methods: _____ RF, EM, and GPR are typically necessary. If one of these is not used, mark "No" and explain rationale in Utility SOP Deviation Request at the bottom of Page 2.																																											
9	Oversight staff were present during independent utility survey.																																											
10	A "360-degree" assessment has been performed, including walking the area and inspecting for utility-related items such as valve caps, previous linear cuts, patchwork in pavement, hydrants, manholes, utility vaults, light standards, drains, and vent risers.																																											
11	Utilities have been properly identified and marked. Utilities are marked within a minimum 20-foot radius around the proposed drilling or excavation location, anticipating step-out locations.																																											
12	Utility marks are the appropriate color (red – electrical; yellow – gas; green – sewer; blue – water; orange – communication; purple – irrigation). Pink should be used for unknown/temporary.																																											

Description		Yes	No*	NA/Notes
13	Utility marks can be protected and preserved until no longer required (use whiskers or pin flags if necessary). If the utility location markings are destroyed or removed before intrusive work commences or is completed, the Project Manager (PM), Site Safety Coordinator, or designee must notify the independent field survey provider or the designated utility locating service to resurvey and remark the area.			
14	Utility clearances are provided in writing and signed by the party conducting the clearance on the Buried Utility Tracking Form. See Page 3.			
15	Private or public utilities within 5 feet of proposed locations are documented on the Buried Utility Tracking Form. See Page 3.			
16	Documentation of the utility survey (report, updated utility site map, photo log) is complete.			
17	When aggressive intrusive activities will be conducted within 5 feet, either laterally or vertically, of an underground utility, or when there is uncertainty about utility locations, drilling locations must be physically verified by non-aggressive means such as air or water knifing or hand digging. Describe planned clearance method and depth: _____			
18	For drilling, non-aggressive clearance will be greater than the outside diameter of drill tooling.			
19	When underground utility is within 5 feet of intrusive work, then non-aggressive means must be used to physically locate (daylight) the utility before a drill rig, backhoe, excavator, or other aggressive method is used. This step of daylighting is in addition to clearance of the borehole.			
20	When an underground utility is within 5 feet of intrusive work, check to see if the utility can be isolated (locked out/tagged out and de-energized [purged as necessary] or blocked) during the subsurface activity. Hazardous utilities (gas, electrical) will be de-energized whenever possible. Verify with facility contact that isolation is completed according to the Lock Out Tag Out Standard Operating Procedure (SOP).			
21	Only non-aggressive means may be used within 2 feet of an identified utility.			
22	The following documentation will be available onsite during ground disturbance: <ul style="list-style-type: none"> • Available utility diagrams or as-built drawings • 811 notification • Facility-specific permit or procedure (dig permit) • Utility survey information (e.g. report, updated utility site map, photo log) 			

Prepared by: _____

Field Personnel

Verified by: _____

PM

Instructions:

- 1) Complete and submit Underground Utility Verification Checklist to Health and Safety Manager (HSM) and PM.
- 2) Ensure that documentation is communicated to other field staff and available at the site during ground disturbance activities.
- 3) For items marked "No" above, complete the following utility SOP deviation request. Approvals may be provided via email or phone.

Utility SOP Deviation Request

Items Marked "No" above: _____

Rationale for Deviation: _____

PM Approval: _____

Approved Date: _____

HSM Approval: _____

Approved Date: _____

Buried Utility Tracking Form

Check each box using an "X" if a buried utility is present within 5 feet of a marked location identification (ID).

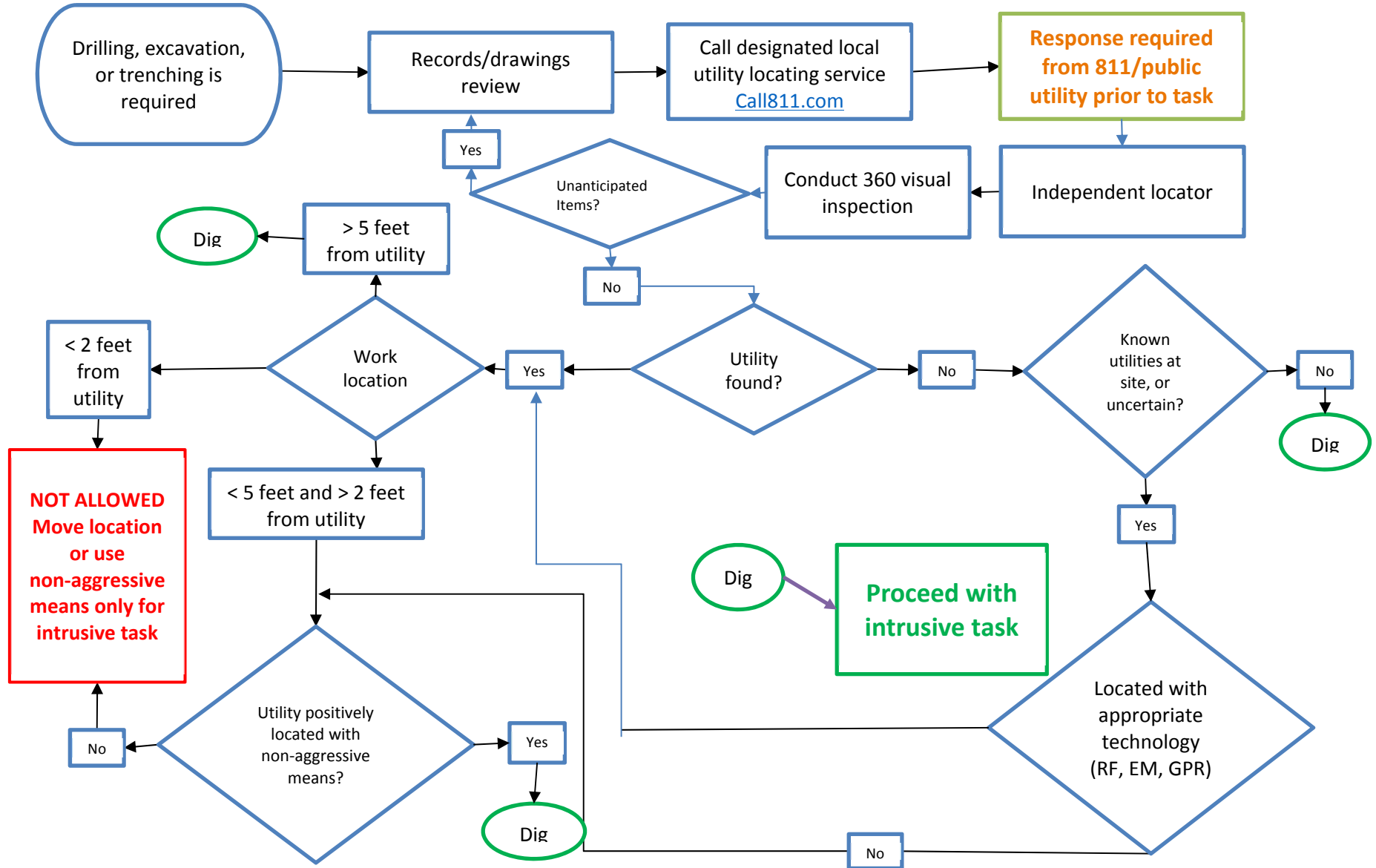
Location ID	Gas (Yellow)	Electric (Red)	Fiber optic (Orange)	Cable (Orange)	Water (Blue)	Sanitary Sewer (Green)	Storm Sewer (Green)	Steam (Yellow)	Petroleum (Yellow)	Compressed Air (Yellow)	Other _____	Other _____

The findings of the buried utility location activities summarized herein were conducted in accordance with the scope of work.

Utility Locate Subcontractor's
Signature

Date

ANY DEVIATION FROM THIS FLOWCHART MUST BE APPROVED BY THE HSM AND PM.



SAFE WORK OBSERVATION

Organization Information					
DOD / NON DOD		DOE		Canada / International	
Project Information					
Program/Service :		Client Name:			
Project Name:		Project #:		Project Location:	
Observation Information					
Observer Name:		Company:		Date:	
Position/Title of worker observed:		Company:		Type of Observation:	
Work or Task Observed:					
Positive Observations/Safe Work Practices:					
Observation Category	Observation (choose one)	At- Risk Observation	Corrected (Y or N)	Root Cause #	
1. Work Environment <i>(Perform a 360 degree observation of the area surrounding the worksite; are there potential uncontrolled hazards that could impact the worker or work area?)</i>	<input type="checkbox"/> Not Observed <input type="checkbox"/> Safe <input type="checkbox"/> At-Risk	<i>Look at housekeeping, electrical, overhead, confined space or fall hazards, site control issues.</i>			
2. Work Behaviors <i>(Are there any at-risk behaviors observed such as trigger states, focus on the work at hand, and situational awareness?)</i>	<input type="checkbox"/> Not Observed <input type="checkbox"/> Safe <input type="checkbox"/> At-Risk	<i>Look at trigger states (rushing, fatigue, complacency, frustration), eyes on task, awareness.</i>			
3. Body Use and Positioning <i>(Are there any at-risk motions or body positions that need to be corrected?)</i>	<input type="checkbox"/> Not Observed <input type="checkbox"/> Safe <input type="checkbox"/> At-Risk	<i>Look at at-risk carrying/lifting/twisting, repetitive motion, excessive standing/sitting/kneeling, line of fire.</i>			
4. Personal Protective Equipment <i>(Is PPE selected, used, inspected, maintained and stored in accordance with work needs and plans?)</i>	<input type="checkbox"/> Not Observed <input type="checkbox"/> Safe <input type="checkbox"/> At-Risk	<i>Look at head, foot, body, hand, hearing protection, safety vest, condition of PPE.</i>			
5. Tools and Equipment <i>(Are the tools and equipment at the site selected, inspected, used and maintained in accordance with plans and requirements?)</i>	<input type="checkbox"/> Not Observed <input type="checkbox"/> Safe <input type="checkbox"/> At-Risk	<i>Look at hand tools, power tools, portable equipment, open-bladed knife use, ladders, scaffolds, fall protection.</i>			

6. Environmental Conditions (Are environmental conditions and risks, e.g., heat, cold, noise, lighting, and biological hazards identified and controlled?)	<input type="checkbox"/> Not Observed <input type="checkbox"/> Safe <input type="checkbox"/> At-Risk	Also look at work/rest breaks, ice/snow removal, tick/insect, poison ivy/oak, dust/vapor/odor control.		
7. Environmental Protection Measures (Have environmental issues [e.g., waste, hazardous materials, stormwater] been identified and mitigation measures in place?)	<input type="checkbox"/> Not Observed <input type="checkbox"/> Safe <input type="checkbox"/> At-Risk	Look at proximity to waterways, waste or hazmat containers/ labeling/storage/spill control, nesting birds.		
8. Emergency Planning and Response (Are the emergency planning and response measures adequate for the anticipated emergency situations?)	<input type="checkbox"/> Not Observed <input type="checkbox"/> Safe <input type="checkbox"/> At-Risk	Look at emergency alarms, communications, assembly area, fire extinguisher, eye-wash, first aid kit, signs.		
9. Motor Vehicles and Heavy Equipment (Observe site vehicle and heavy equipment use, observe work in the vicinity of operating equipment. Are there at-risk behaviors or conditions? [E.g., spotters not used, seatbelts not used, 3 points of contact not used to enter/exit, etc.]	<input type="checkbox"/> Not Observed <input type="checkbox"/> Safe <input type="checkbox"/> At-Risk	Also look at distracted driving/equipment use, eye contact with operator, weather conditions considered, vehicles inspected prior to use.		
10. Work Planning, Hazard Identification and Control (Ask the observed worker(s) about the work planning process they used. Were the risks identified in the HSE plan(s) and AHAs, and controlled before work began, and on-going as the work progressed?	<input type="checkbox"/> Not Observed <input type="checkbox"/> Safe <input type="checkbox"/> At-Risk	Look at journey management/work hours, working alone, PTSP/Daily safety meetings, permits in place, self-assessment checklists used, HazCom, HSE records.		
Percent Safe	%	% Safe = $\frac{\text{\# of Safe Observations}}{\text{\# of Safe Observations} + \text{\# of At-Risk Observations}}$		
11. Action plan notes for any uncorrected deficiencies:				
12. Other notes or comments regarding this safety observation:				

For NGCS projects please email completed forms to: [NGCS SWO](#) (include Project Name and Project Number in subject line)

Root Cause Codes:

1. Lack of skill or knowledge
2. Lack of or inadequate operational procedures or work standards
3. Inadequate communication of expectations regarding procedures or work standards
- 4 Inadequate tools or equipment
5. Correct way takes more time and/or requires more effort
6. Short-cutting standard procedures is positively enforced or tolerated
7. Person thinks there is no personal benefit to always doing the job according to standard

Activity Hazard Analysis (AHA)

ACTIVITY/WORK TASK:		Overall Risk Assessment Code (RAC) (Use highest code)					
	SIGNATURES	Activity #		AHA #			
PWD/OICC/ROICC OFFICE		Risk Assessment Code (RAC) Matrix					
NAME & DATE ACCEPTED BY GDA:							
CONTRACT NUMBER:		Severity	Probability				
TASK ORDER/DELIVERY #:			Frequent	Likely	Occasional	Seldom	Unlikely
PRIME CONTRACTOR:							
SUBCONTRACTOR:							
DATE OF PREPARATORY MEETING:			Catastrophic	E	E	H	H
DATE OF INITIAL INSPECTION:		Critical	E	H	H	M	L
CONTRACTOR COMPETENT PERSON:		Marginal	H	M	M	L	L
SITE SAFETY and HEALTH OFFICER		Negligible	M	L	L	L	L
ACCEPTANCE BY GOVERNMENT DESIGNATED AUTHORITY (GDA)		Review each "Hazard" with identified safety "Controls" and determine (RAC)					
E = EXTREMELY HIGH (PWO/OICC/ROICC)		Identify the RAC (Probability/Severity) as E, H, M, or L for each "Hazard" .Place the highest RAC at the top of AHA. This is the overall risk assessment code for this activity					
H = HIGH RISK (FEAD DIRECTOR)		"Severity" is the outcome/degree if an incident, near miss, or accident did occur and identified as: Catastrophic, Critical, Marginal, or Negligible after controls are in place					
M = MODERATE RISK (CM or ET or PAR)							
L = LOW RISK (ET or PAR)		"Probability" is the likelihood to cause an incident, near miss, or accident did occur and identified as: Frequent, Likely, Occasional, Seldom, or Unlikely after controls are put in place.					
Job Steps	Hazards	Controls					RAC

Equipment to be Used	Training Requirements and Competent or Qualified Personnel name(s)	Inspection Requirements	RAC



DAILY SITE MONITORING REPORT

Page 1 of ____

Project:

Date:

Task Name:

Subcontractor(s):

Description of Activities:

Description of Potential Contaminant(s) and Source:

4. Monitoring Instrumentation

Instrumentation Description:

Calibration gas and lot number:

Instrument ID Number:

Time & Date Calibrated:

Calibration Results:

5. Site Monitoring Results

Time(s)	Monitoring Location (note distance from source, upwind/downwind, etc.)	Sample Type (source, breathing zone, area, etc.)	Instrument Reading (Units)	Comments or list name and company of person if reading is a Breathing Zone sample,*

Review

Sampler:

Signature:

Date:

DAILY SITE MONITORING REPORT

Page ____ of ____

6. Site Monitoring Results

[illegible]

Review

Sampler:

Signature:

Date:

Pre-task Safety Plan (PTSP) and Safety Meeting Sign-in Sheet

Project: _____ Location: _____ Date: _____

Supervisor: _____ Job: _____

Activity: _____

Attendees:

Print Name

Sign Name

List Tasks and verify that applicable AHAs have been reviewed:

Tools/Equipment Required for Tasks (ladders, scaffolds, fall protection, cranes/rigging, heavy equipment, power tools):

Potential Health and Safety Hazards, including chemical, physical, safety, biological and environmental (check all that apply):

<input type="checkbox"/> Chemical burns/contact	<input type="checkbox"/> Trench, excavations, cave-ins	<input type="checkbox"/> Ergonomics
<input type="checkbox"/> Pressurized lines/equipment	<input type="checkbox"/> Overexertion	<input type="checkbox"/> Chemical splash
<input type="checkbox"/> Thermal burns	<input type="checkbox"/> Pinch points	<input type="checkbox"/> Poisonous plants/insects
<input type="checkbox"/> Electrical	<input type="checkbox"/> Cuts/abrasions	<input type="checkbox"/> Eye hazards/flying projectile
<input type="checkbox"/> Weather conditions	<input type="checkbox"/> Spills	<input type="checkbox"/> Inhalation hazard
<input type="checkbox"/> Heights/fall > 6 feet	<input type="checkbox"/> Overhead Electrical hazards	<input type="checkbox"/> Heat/cold stress
<input type="checkbox"/> Noise	<input type="checkbox"/> Elevated loads	<input type="checkbox"/> Water/drowning hazard
<input type="checkbox"/> Explosion/fire	<input type="checkbox"/> Slips, trip and falls	<input type="checkbox"/> Heavy equipment
<input type="checkbox"/> Radiation	<input type="checkbox"/> Manual lifting	<input type="checkbox"/> Aerial lifts/platforms
<input type="checkbox"/> Confined space entry	<input type="checkbox"/> Welding/cutting	<input type="checkbox"/> Demolition
<input type="checkbox"/> Underground Utilities	<input type="checkbox"/> Security	<input type="checkbox"/> Poor communications

Other Potential Hazards (Describe):

Hazard Control Measures (Check All That Apply):			
PPE ___ Thermal/lined ___ Eye ___ Dermal/hand ___ Hearing ___ Respiratory ___ Reflective vests ___ Flotation device ___ Hard Hat ___ Safety-Toed Boots	Protective Systems ___ Sloping ___ Shoring ___ Trench box ___ Barricades ___ Competent person ___ Locate buried utilities ___ Daily inspections ___ Entry Permits/notification	Fire Protection ___ Fire extinguishers ___ Fire watch ___ Non-spark tools ___ Grounding/bonding ___ Intrinsically safe equipment	Electrical ___ Lockout/tagout ___ Grounded ___ Panels covered ___ GFCI/extension cords ___ Power tools/cord inspected ___ Overhead line clearance ___ Underground utilities ID'd
Fall Protection ___ Harness/lanyards ___ Adequate anchorage ___ Guardrail system ___ Covered opening ___ Fixed barricades ___ Warning system	Air Monitoring ___ PID/FID ___ Detector tubes ___ Radiation ___ Personnel sampling ___ LEL/O2 ___ No visible dust ___ Other	Proper Equipment ___ Aerial lift/ladders/scaffolds ___ Forklift/heavy equipment ___ Backup alarms ___ Hand/power tools ___ Crane with current inspection ___ Proper rigging ___ Operator qualified	Welding & Cutting ___ Cylinders secured/capped ___ Cylinders separated/upright ___ Flash-back arrestors ___ No cylinders in confined space entry ___ Flame retardant clothing ___ Appropriate goggles
Confined Space Entry ___ Isolation ___ Air monitoring ___ Trained personnel ___ Permit completed ___ Rescue	Medical/ER ___ First-aid kit ___ Eye wash ___ First-aid-CPR trained personnel ___ Route to hospital	Heat/Cold Stress ___ Work/rest regime ___ Rest area ___ Liquids available ___ Monitoring ___ Training	Vehicle/Traffic ___ Traffic control ___ Barricades ___ Flags ___ Signs
Permits ___ Hot work ___ Confined space ___ Lockout/tagout ___ Excavation ___ Demolition ___ Energized work	Demolition ___ Pre-demolition survey ___ Structure condition ___ Isolate area/utilities ___ Competent person ___ Hazmat present	Inspections: ___ Ladders/aerial lifts ___ Lanyards/harness ___ Scaffolds ___ Heavy equipment ___ Drill rigs/geoprobe rigs ___ Cranes and rigging ___ Utilities marked	Training: ___ Hazwaste (current) ___ Construction ___ Competent person ___ Task-specific ___ First-aid/CPR ___ Confined Space ___ Hazcom
Underground Utilities ___ Dig alert called ___ 3 rd Party locater ___ As-builts reviewed ___ Interview site staff ___ Client review ___ soft locate necessary?	Incident Communications ___ Work stops until cleared by TM/CM ___ Immediate calls to TM/CM ___ Client notification ___ 24 hour notification setup ___ Clear communications	AHA' s ___ reviewed and approved by HSM ___ onsite and current ___ applicable for this day's work ___ Communication and incident processes included?	
Field Notes (including observations from prior day, etc.): _____ _____ _____			

Name (Print): _____
Signature: _____

Date: _____

HITS Incident Report Hardcopy (Phase 1 – Initial Entry)

Phase 1 – Initial Entry

Type of Incident (May select more than one)

- ☐ Injury/Illness
- ☐ Property Damage
- ☐ Spill/Release
- ☐ Environment/Permit
- ☐ Near Miss
- ☐ Other

General Information Section

Preparer's Name: _____ Preparer's Phone Number: _____

Date of Incident: _____ Time of Incident: _____ AM / PM

What Business Group is accountable for this incident:

What Business Group SubGroup is accountable for this incident:

What CH2M Company is accountable for this incident:

Where did the Incident occur?

- ☐ United States, Geographic Region: _____
- ☐ Canada, Province/Territory: _____
- ☐ International, County: _____

Location of Incident?

- ☐ Company Premises, CH2M Office (use 3 letter office code if available):

- ☐ Project, Project name:

- ☐ In Transit

Traveling from: _____

Traveling to: _____

- ☐ At Home

- ☐ Other, Specify:

Describe the incident:

Describe how this event could have been prevented:

Provide Witness Information:

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Personnel Notified of Incident (Provide name, date and time):

CH2M Personnel:

Client Personnel:

Additional Comments:

Injury/Illness Section **[Complete only if Injury/Illness Incident type selected]**

Who was injured?

- ☐ CH2M Employee or CH2M Temp Employee
☐ Subcontractor to CH2M (Non-LLC Joint Venture Project)
☐ LLC Joint Venture Partner Employee
☐ LLC Joint Venture Project Subcontractor/Contractor
☐ Other

Name of Injured: _____ **Job Title:** _____

Employer Name: _____ **Supervisor of Employee:** _____

Complete for CH2M Employee Injuries

Business Group of Injured Employee:

Has the employee called the Injury Management Administrator (1-866-893-2514)?

☐ Yes ☐ No ☐ Not Sure

Has the injured employee's supervisor been notified of this incident?

☐ Yes ☐ No ☐ Not Sure

Complete for Non-CH2M Employee Injuries

Has the project site safety coordinator been notified of this incident?

☐ Yes ☐ No ☐ Not Sure

Project Site Safety Coordinator:

Body Part Affected: _____

Injury/Illness (Result):

Describe treatment provided (if medication provided, identify whether over-the-counter or prescription):

Describe any work restriction prescribed (include dates and number of days):

Physician/Health Care Provider Information

Name: _____ **Phone:** _____

Was treatment provided away from the worksite?

- ☐ No
☐ Yes

Facility Name:

Address:

City: _____ **Phone Number:** _____

Was injured treated in an emergency room?

- ☐ No ☐ Yes

Was injured hospitalized overnight as an in-patient?

☐ No

☐ Yes

General Information Environmental Section [Complete only if Environment/Permit or Spill/Release Incident type selected]

Who had control of the area during the incident?

☐ CH2M, Company:

☐ Subcontractor, Company:

☐ Joint Venture Partner/Contractor/Subcontractor, Company:

☐ Other, Company:

Relationship to CH2M: _____

Property Damage Section [Complete only if Property Damage Incident type selected]

Property Damaged: _____

Property Owner: _____

Damage Description: _____

Estimated US Dollar Amount: _____

Spill or Release Section [Complete only if Spill/Release Incident type selected]

Substance: _____

Estimated Quantity: _____

Did the spill/release move off the property?

Spill/Release From: _____

Spill/Release To: _____

Environment/Permit Section [Complete only if Environment/Permit Incident type selected]

Describe Environmental or Permit Issue:

Permit Type: _____

Permitted Level or Criteria (for example, discharge limit): _____

Permit Name and Number (for example, NPDES No. ST1234): _____

Substance and Estimated Quantity: _____

Duration of Permit Exceedance: _____

Health, Safety and Environment

Lessons Learned

[Date] NG-LL-17-xx

TITLE:

Subject: Insert response

Situation: Insert response (pictures are helpful)

Lesson(s) Learned: Insert response

Recommendation(s) and/or
Comment(s) Insert response

Submitted by:

Date submitted:

Send draft Lessons Learned to the project HSM and/or EM for review, and then to Andy Strickland/DEN and Sandy Wise/DEN for final review, posting and distribution.



Health and Safety Field Change Request (FCR)

Date of Change:

FCR No. (assigned by RHSM):

Applicable Health and Safety Plan Title:

Project Number:

Project Name & Location:

Subject of Change:

Recommended Change:

Reason for Change:

Submitted by:

Company: CH2M

Date:

Review & Acceptance:

Project Manager:

Date:

Health & Safety Mgr:

Date:

Distribution:

1.

2.

3.

4.

5.

6.

7.

8.

File Copies: Project File



Management Health, Safety, Security and Environment Inspection

Program/Project Name: _____

Work Being Performed: _____

Management Inspector: _____

Project Number: _____

Date: _____

Sector: _____

1. Job Information/Postings	A	C	I	N/A	Comments/Corrective Action(s)
a. Required postings in place (OSHA/State/Country)					
b. Emergency Contacts and Phone list posted					
c. Directions and map to hospital posted					
d. Incident Reporting Flow Chart posted					
2. HSSE Documentation					
a. HASP current (within 1 year), onsite, and signed					
b. AHAs available for all work and reviewed/signed					
c. Daily Pre-Task Safety Plan/Meeting completed					
d. SBO's completed weekly and emailed					
e. Self-Assessment checklists completed per HASP					
f. Environmental Plan available					
g. Emergency drill completed and documented					
h. E Permit compliance assurance measures documented					
i. HSE training up to date and documented					
3. Housekeeping/First Aid					
a. Work areas clean and organized					
b. Fire extinguisher, eye wash, 1 st aid/BBP kit in place					
c. Materials and waste labeled and in closed containers					
4. PPE and Air Monitoring					
a. PPE being worn as specified in HASP/AHA					
b. Air monitoring done per HASP and documented					
5. Heavy Equipment and Construction Operations					
a. Documentation of Competent/Qualified Operators					
b. Back-up alarms audible & no cell phone use					
c. High-visibility vests on ground personnel					
d. Daily inspections completed and documented					
e. Windshields/mirrors OK and seat belts worn					
6. Excavation, Trenching, and Land Disturbing Activities					
a. Competent person identified					
b. Daily inspection completed prior to entry					
c. Proper setup (sloping, shoring, exits, spoils)					
d. 3 rd party Utility Locate service used					
d. Storm water PPP and inspections/sampling conducted					
d. Erosion/sediment controls and dust controls in place					
7. Hand Tools					
a. Hand tools inspected prior to use					
b. Guards in place on tools					
c. Right tool for the job at hand					
8. Electrical					
a. All electrical cords, prongs, receptacles OK					
b. GFCI used on all circuits					
c. No energized electrical work incl. voltage testing					
d. Written Lockout Tagout system in use					

(Column - A=Adequate, C=Needs Consideration, I=Needs Immediate Action, N/A= Not Applicable or Not Assessed)

9. Ladders and Scaffolds	A	C	I	N/A	Comments/Corrective Action(s)
a. Ladders extend 36" above the landing and secured					
b. Ladders selected and used properly					
c. Scaffold planked, unaltered, and in good condition					
d. Scaffold/ladder users trained in inspection and use					
10. Hot Work					
a. Gas cylinders stored upright and secured					
b. Minimum 20' distance between fuels and oxygen					
c. PPE in use per HASP/AHA					
d. Fire watch in place w/adequate fire extinguishers					
11. Cranes					
a. Outriggers extended, swing radius protected					
b. Operator CCO licensed, competent person for rigging					
c. Annual certified crane inspection					
d. Chains and slings inspected, have rating tag					
e. Suspended load tag lines - no one underneath					
12. Drill Rigs					
a. Overhead electrical clearance adequate					
b. Daily inspections completed and available					
c. Emergency shut off functioning					
d. 3 rd party Utility Locate service used					
13. Hazard Communication and Chemical Use					
a. MSDS's present for all chemicals					
b. Chemical Inventory current and in HSP or on file					
c. Hazard communication briefing for all chemicals					
d. All chemicals labeled/stored as required					
e. SPCC Plan implemented for >1320 gals fuels/oils on site					
14. Fall Protection					
a. Full body harness worn properly, workers tied off over 6'					
b. Guard rails 42" high					
15. Material Handling					
a. Proper body positioning					
b. Objects less than 40 lbs. for one person lift					
16. Site Control					
a. Work Zones delineated, necessary signage in place					
b. Decontamination method is adequate					
17. Waste and Hazardous Materials Management					
a. Waste Tracking Log					
b. Hazardous waste onsite for <90 days					
c. Containers labeled, inspections conducted/documentated					
d. HW manifests signed, tracked, copies kept on site					
e. HW Transporters trained and licensed, placards used					
18. Security and Emergency Planning					
a. Emergency coordinator designated					
b. Severe weather plans/controls in place					
c. Security plan/measures adequate					
19. Demolition					
a. ACM and Hazardous Materials Survey					
b. Asbestos/Lead based paint work approved per policy					

(Column - A=Adequate, C=Needs Consideration, I=Needs Immediate Action, N/A= Not Applicable or Not Assessed)

This checklist shall be used by CH2M HILL personnel **only** and shall be completed at the frequency specified in the project's written safety plan.

This checklist is to be used at locations where: 1) CH2M HILL employees are potentially exposed to drilling hazards, 2) CH2M HILL staff are providing support function related to drilling activities, and/or 3) CH2M HILL oversight of a drilling subcontractor is required.

Safety Coordinator may consult with drilling subcontractors when completing this checklist, but shall not direct the means and methods of drilling operations nor direct the details of corrective actions. Drilling subcontractors shall determine how to correct deficiencies and we must carefully rely on their expertise. Items considered to be imminently dangerous (possibility of serious injury or death) shall be corrected immediately, or all exposed personnel shall be removed from the hazard until corrected.

Project Name: _____ Project No.: _____

Location: _____ PM: _____

Auditor: _____ Title: _____ Date: _____

This specific checklist has been completed to:

- ☐ Evaluate CH2M HILL employee exposures to drilling hazards (complete Section 1).
☐ Evaluate CH2M HILL support functions related to drilling activities (complete Section 2)
☐ Evaluate a CH2M HILL subcontractor's compliance with drilling safety requirements (complete entire checklist).
 Subcontractors Name: _____

- Check "Yes" if an assessment item is complete/correct.
- Check "No" if an item is incomplete/deficient. Deficiencies shall be brought to the immediate attention of the drilling subcontractor. Section 3 must be completed for all items checked "No."
- Check "N/A" if an item is not applicable.
- Check "N/O" if an item is applicable but was not observed during the assessment.

Numbers in parentheses indicate where a description of this assessment item can be found in SOP HSE-204.

SECTION 1 - SAFE WORK PRACTICES (5.1)

	Yes	No	N/A	N/O
1. Personnel cleared during rig startup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Personnel clear while mast is being raised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Personnel clear of rotating parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Personnel not positioned under hoisted loads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Loose clothing and jewelry removed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Smoking is prohibited around drilling operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Personnel wearing appropriate personal protective equipment (PPE), per written plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Personnel instructed not to approach equipment that has become electrically energized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 2 - SUPPORT FUNCTIONS (5.2)

AQUIFER DESIGNATIONS (5.2.1)

9. Aquifer designations determined and BGEM consulted when required. ☐ ☐ ☐ ☐

LOCATION OF UTILITIES (5.2.2)

10. Location of underground utilities and structures identified ☐ ☐ ☐ ☐
 11. Power lines de-energized and grounded when safe distances cannot be maintained ☐ ☐ ☐ ☐

SECTION 2 (Continued)				
	Yes	No	N/A	N/O
WASTE MANAGEMENT (5.2.3)				
12. Drill cuttings and purge water managed and disposed properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Wastes generated evaluated for proper disposal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Appropriate decontamination procedures being followed, per project's written safety plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DRILLING AT ORDNANCE EXPLOSIVES OR UNEXPLODED ORDNANCE SITES (5.2.4)				
15. MEC plan prepared and approved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. MEC avoidance provided, routes and boundaries cleared and marked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Initial pilot hole established by UXO technician with hand auger	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Personnel remain inside cleared areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SECTION 3 - DRILLING SAFETY REQUIREMENTS (5.3)				
GENERAL (5.3.1)				
19. Only authorized personnel operating drill rigs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Daily safety briefing/meeting conducted with crew	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Daily inspection of drill rig and equipment conducted before use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Good housekeeping maintained on and around rig	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SAFETY EQUIPMENT (5.3.2)				
23. Safety-toed shoes/boots, hardhats, safety glasses, gloves and hearing protection are worn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Drill rig equipped with fire extinguisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Air monitoring instruments provided when required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. PPE for protection from chemical hazards is worn if required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DRILL RIG PLACEMENT (5.3.3)				
27. Location of underground utilities and structures identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Safe clearance distance maintained from overhead power lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Drilling pad established, when necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Drill rig leveled and stabilized	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Additional precautions taken when drilling in confined areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DRILL RIG TRAVEL (5.3.4)				
28. Rig shut down and mast lowered and secured prior to rig movement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Tools and equipment secured prior to rig movement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Only personnel seated in cab are riding on rig during movement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Backup alarm or spotter used when backing rig	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. Spotter used when backing rig in tight or confined areas or when low clearances exist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. Safe clearance distance maintained while traveling under overhead power lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EMERGENCY – CONTACT WITH OVERHEAD OR UNDERGROUND ELECTRICAL LINES (5.3.5)				
34. Personnel understand emergency procedures in the event of contact with overhead or underground electrical lines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DRILL RIG OPERATION (5.3.6)				
35. Kill switch clearly identified and operational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. All machine guards are in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37. Rig ropes never wrapped around any part of the body	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38. Pressurized lines and hoses secured to prevent whipping hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39. Drilling operation stopped during inclement weather	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40. Air monitoring conducted per written safety plan for hazardous atmospheres	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41. Rig gear boxes placed in neutral when operator not at controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42. Operator shuts rig engine down prior to leaving the drill rig vicinity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

DRILL RIG SITE CLOSURE (5.3.7)

- | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| 43. Ground openings/holes filled or barricaded | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 44. Equipment and tools properly stored | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 45. All vehicles locked and keys removed | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

DRILL RIG MAINTENANCE (5.3.8)

- | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| 46. Rig properly maintained per drilling company's maintenance program | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 47. Defective components repaired immediately | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 48. Lockout/tagout procedures used prior to maintenance | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 49. Cathead in clean, sound condition | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 50. Drill rig ropes in clean, sound condition | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 51. Fall protection used for fall exposures of 6 feet (U.S.) 1.5 meters (Australia) or greater | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 52. Rig in neutral and augers stopped rotating before cleaning | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 53. Good housekeeping maintained on and around rig | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

FORMS/PERMITS AND CHECKLISTS (7.0)

- | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| 54. Driller license/certification obtained | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 55. Well development/abandonment notifications and logs submitted and in project files | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 56. Groundwater withdrawal permit obtained where required | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 57. Dig permit obtained where required | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

CH2MHILL

HSE Self-Assessment Checklist—HAND AND POWER TOOLS

This checklist shall be used by CH2M HILL personnel **only** and shall be completed at the frequency specified in the project's HSP/FSI.

This checklist is to be used at locations where: (1) CH2M HILL employees are exposed to hand and power tool hazards and/or (2) CH2M HILL provides oversight of subcontractor personnel who are exposed to hand and power tool hazards.

SC may consult with subcontractors when completing this checklist, but shall not direct the means and methods of hand and power tool use nor direct the details of corrective actions. Subcontractors shall determine how to correct deficiencies and we must carefully rely on their expertise. Items considered to be imminently dangerous (possibility of serious injury or death) shall be corrected immediately or all exposed personnel shall be removed from the hazard until corrected.

Project Name: _____ Project No.: _____
Location: _____ PM: _____
Auditor: _____ Title: _____ Date: _____

This specific checklist has been completed to:

- ☐ Evaluate CH2M HILL employee exposure to hand and power tool hazards.
☐ Evaluate a CH2M HILL subcontractor's compliance with hand and power tool requirements.
Subcontractors Name: _____

- Check "Yes" if an assessment item is complete/correct.
- Check "No" if an item is incomplete/deficient. Deficiencies shall be brought to the immediate attention of the subcontractor. Section 3 must be completed for all items checked "No."
- Check "N/A" if an item is not applicable.
- Check "N/O" if an item is applicable but was not observed during the assessment.

Numbers in parentheses indicate where a description of this assessment item can be found in Standard of Practice HSE-210.

SECTION 1

Yes No N/A N/O

SAFE WORK PRACTICES (5.1)

- | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. All tools operated according to manufacturer's instructions and design limitations. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. All hand and power tools maintained in a safe condition and inspected and tested before use. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Defective tools are tagged and removed from service until repaired. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. PPE is selected and used according to tool-specific hazards anticipated. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Power tools are not carried or lowered by their cord or hose. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Tools are disconnected from energy sources when not in use, servicing, cleaning, etc. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Safety guards remain installed or are promptly replaced after repair. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Tools are stored properly. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Cordless tools and recharging units both conform to electrical standards and specifications. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Tools used in explosive environments are rated for such use. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Knife or blade hand tools are used with the proper precautions. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Consider controls to avoid muscular skeletal, repetitive motion, and cumulative trauma stressors. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

SECTION 2**Yes No N/A N/O****GENERAL (5.2.2)**

- | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| 13. PPE is selected and used according to tool-specific hazards anticipated. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Tools are tested daily to assure safety devices are operating properly. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Damaged tools are removed from service until repaired. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Power operated tools designed to accommodate guards have guards installed. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Rotating or moving parts on tools are properly guarded. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Machines designed for fixed locations are secured or anchored. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Floor and bench-mounted grinders are provided with properly positioned work rests. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Guards are provided at point of operation, nip points, rotating parts, etc. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Fluid used in hydraulic-powered tools is approved fire-resistant fluid. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

ELECTRIC-POWERED TOOLS (5.2.3)

- | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| 22. Electric tools are approved double insulated or grounded and used according to SOP HSE-206. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. Electric cords are not used for hoisting or lowering tools. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. Electric tools are used in damp/ wet locations are approved for such locations or GFCI installed. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. Hand-held tools are equipped with appropriate on/off controls appropriate for the tool. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. Portable, power-driven circular saws are equipped with proper guards. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

ABRASIVE WHEEL TOOLS (5.2.4)

- | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| 27. All employees using abrasive wheel tools are wearing eye protection. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. All grinding machines are supplied with sufficient power to maintain spindle speed. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 29. Abrasive wheels are closely inspected and ring-tested before use. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 30. Grinding wheels are properly installed. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 31. Cup-type wheels for external grinding are protected by the proper guard or flanges. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 32. Portable abrasive wheels used for internal grinding are protected by safety flanges. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 33. Safety flanges are used only with wheels designed to fit the flanges. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 34. Safety guards on abrasive wheel tools are mounted properly and of sufficient strength. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

PNEUMATIC-POWERED TOOLS (5.2.5)

- | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| 35. Tools are secured to hoses or whip by positive means to prevent disconnection. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 36. Safety clips or retainers are installed to prevent attachments being expelled. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 37. Safety devices are installed on automatic fastener feed tools as required. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 38. Compressed air is not used for cleaning unless reduced to < 30 psi, with PPE, and guarded. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 39. Manufacturer's safe operating pressure for hoses, pipes, valves, etc. are not exceeded. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 40. Hoses are not used for hoisting or lowering tools. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 41. All hoses >1/2-inch diameter have safety device at source to reduce pressure upon hose failure. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 42. Airless spray guns have required safety devices installed. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 43. Blast cleaning nozzles are equipped with operating valves, which are held open manually. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 44. Supports are provided for mounting nozzles when not in use. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 45. Air receiver drains, handholes, and manholes are easily accessible. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 46. Air receivers are equipped with drainpipes and valves for removal of accumulated oil and water. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 47. Air receivers are completely drained at required intervals. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 48. Air receivers are equipped with indicating pressure gauges. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 49. Safety, indicating, and controlling devices are installed as required. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 50. Safety valves are tested frequently and at regular intervals to assure good operating condition. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

SECTION 2 (continued)**Yes No N/A N/O****LIQUID FUEL-POWERED TOOLS (5.2.6)**

- | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| 51. Liquid fuel-powered tools are stopped when refueling, servicing, or maintaining. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 52. Liquid fuels are stored, handled, and transported in accordance with SOP HSE-403 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 53. Liquid fuel-powered tools are used in confined spaces in accordance with SOP HSE-203. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 54. Safe operating pressures of hoses, valves, pipes, filters, and other fittings are not exceeded. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

POWDER-ACTUATED TOOLS (5.2.7)

- | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| 55. Only trained employee operates powder-actuated tools. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 56. Powder-actuated tools are not loaded until just prior to intended firing time. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 57. Tools are not pointed at any employee at any time. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 58. Hands are kept clear of open barrel end. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 59. Loaded tools are not left unattended. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 60. Fasteners are not driven into very hard or brittle materials. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 61. Fasteners are not driven into easily penetrated materials unless suitable backing is provided. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 62. Fasteners are not driven into spalled areas. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 63. Powder-actuated tools are not used in an explosive or flammable atmosphere. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 64. All tools are used with correct shields, guards, or attachments recommended by manufacturer. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

JACKING TOOLS (5.2.8)

- | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| 65. Rated capacities are legibly marked on jacks and not exceeded. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 66. Jacks have a positive stop to prevent over-travel. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 67. The base of jacks are blocked or cribbed to provide a firm foundation, when required. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 68. Wood blocks are place between the cap and load to prevent slippage, when required. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 69. After load is raised, it is cribbed, blocked, or otherwise secured immediately. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 70. Antifreeze is used when hydraulic jacks are exposed to freezing temperatures. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 71. All jacks are properly lubricated. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 72. Jacks are inspected as required. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 73. Repair or replacement parts are examined for possible defects. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 74. Jacks not working properly are removed from service and repaired or replaced. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

HAND TOOLS (5.2.9)

- | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| 75. Wrenches are not used when jaws are sprung to the point of slippage. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 76. Impact tools are kept free of mushroomed heads. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 77. Wooden handles of tools are kept free of splinters or cracks and are tightly fitted in tool. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

CHAIN SAWS (5.2.10)**Yes No N/A N/O**

- | | | | | |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| 78. Chainsaw equipped with spark arrestor and fully functioning chain brake | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 79. Chainsaw operator's manual readily available | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 80. Fully stocked first aid kit and multipurpose fire extinguisher available | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 81. Appropriate personal protective equipment available and worn | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 82. Clothing free of loose edges that could become entangled in the saw | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 83. Chainsaw handles kept dry, clean, and free of oil or fuel mixture | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 84. Chainsaws held firmly with both hands and used right-handed | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 85. Operator standing to the left of the saw out of the plane of the chain | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 86. Saw used between the waist and mid-chest level | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 87. Full throttle maintained while cutting | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 88. Operator aware of position of guide bar tip, does not contact tip with anything being cut | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 89. Bumper spikes maintained as close to the object as possible | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 90. Operator aware of what is in the saw's downward path after the cut | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 91. No attempt to made to cut material that is larger than the guide bar of the saw | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 92. Cuts avoided that will cause chain to jam | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 93. Non-metallic wedges used to prevent compression cuts from jamming the blade | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 94. Bystanders and helpers kept at a safe distance from operation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 95. Chainsaw not operated when fatigued | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 96. Fire extinguisher present when operating the chainsaw in forest or brushy areas | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

This checklist is provided as a method of verifying compliance with regulations pertaining to the handling of hazardous materials. It shall be used at locations where CH2M HILL employees handle hazardous materials, or are required to perform oversight of subcontractor personnel handling hazardous materials, or both.

CH2M HILL staff shall not direct the means and methods of subcontractor operations nor direct the details of corrective actions. The subcontractor must determine how to correct deficiencies, and CH2M HILL staff must carefully rely on the subcontractor's expertise. Items considered imminently dangerous (possibility of serious injury or death) must be corrected immediately, or all exposed personnel must be removed from the hazard until it is corrected.

Completed checklists must be sent to the appropriate regional health and safety program manager for review.

Project Name: _____ Project No.: _____
 Location: _____ PM: _____
 Auditor: _____ Title: _____ Date: _____

This specific checklist has been completed to (check only one of the boxes below):

- ☐ Evaluate CH2M HILL compliance with hazardous material handling requirements (SOP HSE-403)
☐ Evaluate a CH2M HILL subcontractor's compliance with hazardous material requirements
 Subcontractor's Name: _____

- Check "Yes" if an assessment item is complete or correct.
- Check "No" if an item is incomplete or deficient. Section 2 must be completed for all items checked "No."
- Check "N/A" if an item is not applicable.
- Check "N/O" if an item is applicable but was not observed during the assessment.

Numbers in parentheses indicate where a description of this assessment item can be found in Standard of Practice HSE-403.

	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>N/O</u>
<u>SECTION 1</u>				
PROCEDURES FOR HAZARDOUS MATERIAL HANDLING (6.0)				
GENERAL GUIDELINES (6.1)				
1. Acids are stored away from bases.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Oxidizers and organics are stored away from inorganic reducing agents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Flammables and corrosives are stored in appropriate storage cabinets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Paper and other combustibles are not stored near flammables.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Secondary containment and lipped shelving are in place in storage areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. A fire suppression system is available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SPILL CONTROL/CLEANUP (6.2)				
7. Spill control materials are located on the project site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HAZARDOUS CHEMICAL INVENTORY REPORTING (6.3)				
8. Reporting is required if the project site handles and stores 10,000 lb or more of a hazardous chemical.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Or 500 lb or the threshold planning quantity (TPQ) of an extremely hazardous substance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Regional ECC has been consulted for hazardous chemical inventory reporting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOXIC CHEMICAL RELEASE REPORTING				
11. Reporting requirements for toxic chemical release reporting have been followed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 1 (continued)		Yes	No	N/A	N/O
FLAMMABLE AND COMBUSTIBLE LIQUIDS (6.5)					
GENERAL STORAGE (6.5.1)					
12. Only approved containers/portable tanks used to store flammable and combustible liquids.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Approved safety cans used for handling flammable liquids in quantities 1-5 gallons.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. For quantities of one gallon or less, the original container must be used for storage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Flammable or combustible liquids are not stored in stairways or personnel passageways.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
INDOOR STORAGE (6.5.2)					
16. Quantities of flammable or combustible liquids > 25 gallons stored in approved storage cabinet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. No more than 25 gallons of flamm. or comb. liquids can be stored outside an approved cabinet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Cabinets are labeled with "FLAMMABLE: KEEP FIRE AWAY."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. No more than 60 gallons of flamm. or 120 gallons of comb. liquids stored in one storage cabinet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Not more than three cabinets located in a single storage area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OUTSIDE STORAGE (6.5.3)					
21. Storage of containers (not more than 60 gallons each) do not exceed 1,100 gallons in any area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Storage areas are not within 20 feet of any building.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Storage areas graded to divert spills away from buildings and surrounded by an earth dike.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Storage areas are free from weeds, debris, and other combustible materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Outdoor portable tanks are provided with emergency vent devices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Outdoor portable tanks are no closer than 20 feet from any building.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Signs indicating no smoking are posted around the storage area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DISPENSING (6.5.4)					
28. Areas where liquids are dispensed in >5-gal quantities are separated from other operations by 25'.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Drainage or other means provided to control spills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Adequate natural or mechanical ventilation provided to maintain concentration of flammable vapor < 10% of the lower flammable limit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Dispensing of flammable liquids from one container to another is done only when containers are electrically interconnected (bonded).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. Dispensing flammable or combustible liquids by means of air pressure on the container or portable tanks prohibited.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. Dispensing devices and nozzles for flammable liquids are of an approved type.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
USE (6.5.5)					
34. Flammable liquids are kept in closed containers when not in actual use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. Leakage or spillage of flammable or combustible liquids is disposed of promptly and safely.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. Sources of ignition are kept at least 50 feet from flammable liquids.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LIQUID PETROLEUM GAS (6.6)					
37. LPG containers meet DOT requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38. Each container or system has a safety relief device or valve in good working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39. Portable heaters using LPG have an automatic shutoff device in the event of flame failure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40. Storage of LPG within buildings is prohibited.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41. LPG storage location has at least one portable fire extinguisher rated not less than 20-B:C.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 1 (continued)		Yes	No	N/A	N/O
COMPRESSED GAS CYLINDERS (6.7)					
GENERAL (6.7.1)					
42. Cylinders and apparatus inspected for defects and leakage prior to use. Damaged items not used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
43. Gas distributor notified and subsequent instructions followed for defective cylinders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
44. Leaking cylinders removed from the work area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
45. Cylinder users do not modify, tamper, or attempt repair on cylinders or apparatus.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
46. Only cylinder owners or authorized agent refill cylinders or attempt to mix gases in a cylinder.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
47. Cylinders labeled with the identity of the contents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TRANSPORTING (6.7.2)					
48. Cylinders not rolled in the horizontal position or dragged; suitable material-handling device used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
49. Cylinders being transported have valve protection caps installed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
50. Cylinders in vertical position when transported by motor vehicle, hoisted, or carried.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
51. Cylinders hoisted by a cradle or pallet designed for such use, and not by magnets, slings, or their valve protection caps.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
STORAGE (6.7.3)					
52. Cylinders are stored in the vertical position with valve protection caps installed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
53. Cylinders are secured from being knocked over by a chain or other stabilizing device.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
54. Cylinders are stored away from readily ignitable substances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
55. Cylinders are protected from exposure to temperature extremes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
56. Oxygen cylinders in storage are separated from fuel gas cylinders or combustible materials > 20' or by a ½-hour fire-resistant barrier at least 5' high.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
57. Cylinders inside buildings are stored in dry, well-ventilated locations > 20' from comb. materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
58. Cylinders are stored in definitely assigned places away from elevators, stairs, or gangways.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
59. Signs indicating no smoking are provided for storage areas containing flammable gas cylinders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PLACEMENT FOR USAGE (6.7.4)					
60. Cylinders are located where they will not be knocked over or damaged.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
61. Cylinders are secured in the vertical position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
62. Cylinders are not placed where they can become part of an electrical circuit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
63. Cylinders are kept far enough away from welding and cutting operations to prevent sparks, hot slag, or flames from reaching them. When impractical, fire resistant shields are provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
64. Cylinders are not taken into confined spaces.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CYLINDER CONNECTIONS (6.7.5)					
65. Pressure-controlling apparatus is compatible with the particular gas used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
66. Cylinders and pressure-controlling apparatus are kept free of oil and grease.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
67. Pressure-controlling apparatus is kept gastight to prevent leakage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
68. Cylinders not attached to process where backflow could occur unless check valves or traps used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
69. Manifolds designed for product used at the appropriate temperatures, pressures, and flow rates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
70. Manifolds are labeled and placed in well-ventilated and accessible locations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
71. Cylinders are not cross-connected with plant air lines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
72. Flash arrestors or reverse flow check valves are installed on all flammable gas cylinders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
USAGE (6.7.6)					
73. Eye protection (safety glasses or goggles) is worn when using cylinders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
74. Cylinder valve and regulator are inspected for foreign material before connecting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
75. If cylinders are frozen, warm (not boiling) water is used to thaw cylinders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
76. Cylinder valve remains closed except when the cylinder is in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
77. Fuel gas cylinder valves are not opened more than 1½ turns, for quick closing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
78. If a special wrench is used to open a cylinder valve, it is left in position on the valve.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	<u>SECTION 1 (continued)</u>	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>N/O</u>
USAGE (continued) (6.7.6)					
79. Acetylene cylinders are used in the vertical position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
80. Acetylene cylinders are not used > 15 psig or > 30 psia.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
81. Copper pipe or fittings are not used with acetylene systems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
82. Compressed gas is not used to dust off clothing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
83. Cylinder valve closed and regulator relieved of internal pressure before regulators are removed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EXPLOSIVES (6.8)					
84. Written authorization provided by Munitions Market Segment Leader designating individuals who can store or use high explosives under the authority of the CH2M HILL BATF Type 33 User of High Explosives License/permit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
85. Written authorization provided by Munitions Market Segment Leader designating individuals who can manufacture high explosives under the authority of the CH2M HILL BATF Type 20 Manufacturer of High Explosives License/permit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
86. Approved Explosive Siting Plan (ESP).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
87. Approved Explosive Management Plan (EMP).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
88. Sources of ignition are not brought in or near storage magazines, or within 50' of an area where explosives are being handled, transported, or used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
89. Radio transmitting or receiving equipment is not brought within 1,000' of blasting activities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
90. Transportation and storage of explosives comply with local, state, and federal regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
91. Vehicles transporting explosives are placarded and displayed according to DOT regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
92. Detonators or blasting caps are not stored with explosive charges.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
93. Explosives are stored in storage magazines as required by local, state, and federal regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
94. Contact the Munitions Response market Segment Leader for additional instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROCEDURES FOR HAZARDOUS MATERIALS SHIPPING (7.0)					
1. Only dangerous goods shippers are permitted to ship dangerous goods (CH2M HILL only).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Dangerous goods are shipped or transported in accordance with CH2M HILL's procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. All personnel shipping dangerous goods have completed the computer-based training (CH2M HILL only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Dangerous goods are stored only in the equipment warehouse prior to shipping.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Written authorization provided by Munitions Market Segment Leader designating individuals who can "offer explosives for shipment" under the authority of the CH2M HILL Department of Transportation Hazardous Materials Certificate of Registration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SHIPPING BY AIR (7.1)					
5. Shipments for Federal Express meet IATA requirements for dangerous goods.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Before shipping, packages are clearly identified, packed, marked, labeled, and documented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. The quantity does not exceed IATA regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Packaging meets IATA requirements and withstand transport by air.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Shipper classifies each item into one of the 9 hazard classes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Inner packages are packed to prevent breaking or leaking during shipping.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Absorbent or cushioning material does not react with the contents of the inner package.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Outer packages in fiberboard, a plastic case, or other sturdy container.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Package is capable of withstanding 4' drop test with no damage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Package is marked with: proper shipping name of contents, technical name, UN number, total net. quantity, and the name and address of the shipper and recipient.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Irrelevant labels have been removed from package.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Hazard label and handling label are secured in correct locations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Dangerous goods airbill has been completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

18. Dangerous goods are not shipped via UPS.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

SECTION 1 (continued)

SHIPPING BY HIGHWAY (7.2)

19. Use Federal Express packaging and paperwork requirements that comply with DOT regs for ground transportation of dangerous goods.
20. Consult with local state highway police if route includes vehicular tunnels.
21. Inner packaging prevents breakage or leakage under normal conditions of transport.
22. Absorbent/cushioning material does not react with contents of the package.
23. Labels for highway transportation are the same as those for air transportation.
24. Engine turned off, brake set during loading and unloading.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes	No	N/A	N/O

EMERGENCY RESPONSE (7.3)

25. Appropriate emergency response information available not on the package, within reach of driver.
26. Information includes copy of pages from *Emergency Response Guidebook* for each item.
27. An MSDS for each item must also be included.
28. Emergency response information must also include the information found on the shipping papers.
29. CH2M HILL's 24-hour EMERGENCY RESPONSE TELEPHONE NUMBER, (800) 255-3954, is included, as required.
30. In the event of an accident, keep other individuals, except response workers, from the vicinity.
31. In case of breakage, spillage, or leakage, use means to prevent spreading and contain the spill.
32. Care taken during the handling of cargo to minimize hazards.
33. MSDS is consulted for safe handling procedures.
34. Wash the area of the vehicle where the dangerous goods may have spilled.
35. Consult your supervisor in the event of a spill.
36. Ask your supervisor to call CHEM-TEL of the local HAZMAT unit if the spill poses a danger.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 2

Complete this section for all items checked "No" in Section 1. Deficient items must be corrected in a timely manner.

[illegible]

Auditor: _____ Project Manager: _____

CH2MHILL

HS&E Self-Assessment Checklist: PPERSONAL PROTECTIVE EQUIPMENT

Page 1 of 3

This checklist shall be used by CH2M HILL personnel **only** and shall be completed at the frequency specified in the project's HSP/FSI.

This checklist is to be used at locations where CH2M HILL employees are required to wear PPE or are required to perform oversight of a subcontractor using PPE or both.

CH2M HILL staff shall not direct the means and methods of subcontractor use of PPE nor direct the details of corrective actions. The subcontractor must determine how to correct deficiencies and CH2M HILL staff must carefully rely on their expertise. Conditions considered to be imminently dangerous (possibility of serious injury or death) must be corrected immediately or all exposed personnel must be removed from the hazard until corrected.

Project Name: _____ Project No.: _____
Location: _____ PM: _____
Auditor: _____ Title: _____ Date: _____

This specific checklist has been completed to (check only one of the boxes below):

- ☐ Evaluate CH2M HILL compliance with its PPE program (SOP HSE-117)
☐ Evaluate a CH2M HILL subcontractor's compliance with its PPE program
Subcontractor's Name: _____

Check the appropriate box, as follows:

- Check "Yes" if an assessment item is complete or correct.
- Check "No" if an item is incomplete or deficient. Section 2 must be completed for all items checked "No."
- Check "N/A" if an item is not applicable.
- Check "N/O" if an item is applicable but was not observed during the assessment.

Numbers in parentheses indicate where a description of this assessment item can be found in Standard of Practice HSE-121.

SECTION 1

GENERAL

1. Required PPE listed in HSP FSI or AHA.
2. PPE available for use by employees.
3. PPE cleaning supplies available for use.
4. PPE stored appropriately to prevent deformation or distortion.
5. PPE written certification has been completed.

Yes No N/A N/O

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EYEWEAR (Glasses/Goggles/Face Shields)

- 6 Eyewear cleaning supplies available.
- 7 Safety glasses in good condition and lenses free of scratches.
- 8 Goggles adjustment strap not cracked or frayed, not deformed, or lenses not scratched.
9. Face shields in good condition, including adjustment band, and free of scratches or chips.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CH2MHILL

HS&E Self-Assessment Checklist: PERSONAL PROTECTIVE EQUIPMENT

Page 2 of 3

SECTION 1 (Continued)	Yes	No	N/A	N/O
HEAD PROTECTION				
10. Hard hat bill and suspension attached as allowed by manufacturer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Shell is pliable, free of dents, cracks, nicks, or any damage due to impact.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Suspension maintained at 1.25 inches from inside of shell.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Suspension free of cuts or fraying, torn headband, adjustment strap workable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Electrical hard hat matched to hazard classification.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Dated to determine whether within manufacturer's allowable 5-year use time period.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HAND PROTECTION				
16. Available in sizes matched to employee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Gloves free of rips tears, abrasions, or holes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Matched to manufacturer's specification for chemicals used onsite.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Electrical gloves matched to hazard and periodically inspected for insulating rating.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Maintained in a clean and sanitary condition, decontaminated or disposed properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BODY PROTECTION				
21. Available in sizes matched to employee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Maintained in a clean and sanitary condition, decontaminated or disposed properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Vapor-tight fully encapsulated suits tested at required periodic intervals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Flame-resistant clothing matched to electrical hazard and arc flash rating.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Welding gear matched to degree of hazard and free of cuts, tears or burn holes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Flotation gear available for work near or on water and in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HOT AND COLD BODY PROTECTION				
27. Cooling gear available based on degree of heat stress hazard.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Cooling gear in operable, clean, and sanitary condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Cold-weather gear provided based on needs assessment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Cold-weather gear available in sizes to match employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Cold-weather gear is in free of tears, rips, or holes and in maintained in a clean condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TRAINING				
32. Initial PPE training completed by employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. Training conducted when new types or styles of PPE are issued.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. PPE selection, use, and maintenance reviewed at daily safety briefings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Complete this section for all items checked "No" in Section 1. Deficient items must be corrected in a timely manner.

[illegible]

Auditor: _____ Project Manager: _____

Attachment 5

Fact Sheets

Tick-Borne Pathogens—A Fact Sheet

Most of us have heard of Lyme disease or Rocky Mountain Spotted Fever (RMSF), but there are actually six known tick-borne pathogens that present a significant field hazard. In some areas, these account for more than half of our serious field incidents. The following procedures should be applied during any field activity—even in places that are predominantly paved with bordering vegetation.

Hazard Recognition

An important step in controlling tick-related hazards is understanding how to identify ticks, their habitats, their geographical locations, and signs and symptoms of tick-borne illnesses.

Tick Identification

The following are the five varieties of hard-bodied ticks that have been associated with tick-borne pathogens:

- Deer (Black Legged) Tick (eastern and pacific varieties)
- Lone Star Tick
- Dog Tick
- Rocky Mountain Wood Tick

The varieties and their geographical locations are illustrated on the following page.

Tick Habitat

In eastern states, ticks are associated with deciduous forest and habitat containing leaf litter. Leaf litter provides a moist cover from wind, snow, and other elements. In the north-central states, is generally found in heavily wooded areas often surrounded by broad tracts of land cleared for agriculture.

On the Pacific Coast, the bacteria are transmitted to humans by the western black-legged (deer) tick and habitats are more diverse. In this region, ticks have been found in habitats with forest, north coastal scrub, high brush, and open grasslands. Coastal tick populations thrive in areas of high rainfall, but ticks are also found at inland locations.

Illnesses and Signs and Symptoms

There are six known tick-borne pathogens that cause human illness in the United States. The pathogens may be transmitted during a tick bite—normally hours after attachment. The following are the illnesses, presented in approximate order of most common to least:

- Lyme (bacteria)
- RMSF (bacteria)
- Ehrlichiosis (bacteria)
- STARI (Southern Tick-Associated Rash Illness) (bacteria)
- Tularemia (Rabbit Fever) (bacteria)
- Babesia (protozoan parasite)

Symptoms will vary based on the illness, and may develop in infected individuals typically between 3 and 30 days after transmission. Some infected individuals will not become ill or may develop only mild symptoms. These illnesses present with some or all of the following signs & symptoms: fever, headache, muscle aches, stiff neck, joint aches, nausea, vomiting, abdominal pain, diarrhea, malaise, weakness, small solid, ring-like, or spotted rashes. The bite site may be red, swollen, or develop ulceration or lesions. For Lyme disease, the bite area will sometimes resemble a target pattern. A variety of long-term symptoms may result if the illness is left untreated, including debilitating effects and death.



Deer Tick



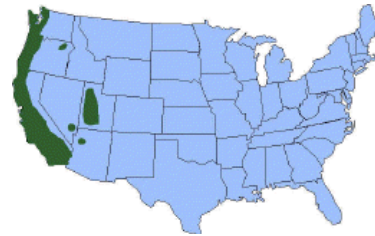
Distribution of Deer Tick (dark green)



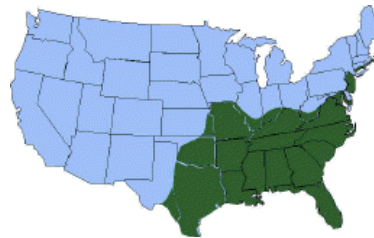
From Left: adult female, adult male, nymph, and larvae Deer Tick (centimeter)



Lone Star Tick



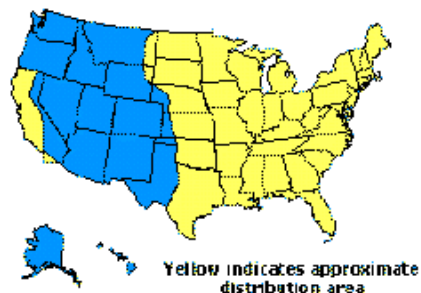
Distribution of Pacific Deer Tick (dark green)



Distribution of Lone Star Tick (Green)



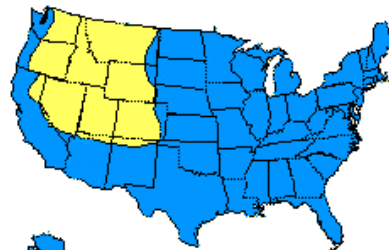
Dog Tick



Yellow indicates approximate distribution area



Rocky Mountain Wood Tick



Yellow indicates approximate distribution area

Hazard Control

The methods for controlling exposure to ticks include, in order of most- to least-preferred:

- Avoiding tick habitats and ceasing operations in heavily infested areas
- Reducing tick abundance through habitat disruption or application of acaricide
- Personal protection through use of repellants and protective clothing
- Frequent tick inspections and proper hygiene

Vaccinations are not available and preventative antibiotic treatment after a bite is generally not recommended.

Avoidance and Reduction of Ticks

To the extent practical, tick habitats should be avoided. In areas with significant tick infestation, consider stopping work and withdrawing from area until adequate tick population control can be achieved. Stopping and withdrawing should be considered as seriously as entering an area without proper energy control or with elevated airborne contaminants—tick-borne pathogens present risk of serious illness!

In areas where significant population density or infestation exists, tick reduction should be considered. Tick reduction can be achieved by disrupting tick habitats and/or direct population reduction through the use of tick-toxic pesticides (Damminix, Dursban, Sevin, etc.).

Habitat disruption may include only simple vegetative maintenance such as removing leaf litter and trimming grass and brush. Tick populations can be reduced by between 72 and 100 percent when leaf litter alone is removed. In more heavily infested areas, habitat disruption may include grubbing, tree trimming or removal, and pesticide application (Damminix, Dursban, Sevin, etc.). This approach is practical in smaller, localized areas or perimeter areas that require occasional access. Habitat controls are to be implemented with appropriate health and safety controls, in compliance with applicable environmental requirements, and may be best left to the property owner or tenant or to a licensed pesticide vendor. Caution should be exercised when using chemical repellents or pesticides in or around areas where environmental or industrial media samples will be collected for analysis.

Personal Protection

After other prevention and controls are implemented, personal protection is still necessary to control exposure to ticks. Personal protection must include all of the following steps:

- So that ticks may be easily seen, wear light-colored clothing. Full-body new Tyvek (paper-like disposable coveralls) may also be used
- To prevent ticks from getting underneath clothing tuck pant legs into socks or tape to boots
- Wear long-sleeved shirts, a hat, and high boots
- Apply DEET repellant to exposed skin or clothing per product label
- Apply permethrin repellant to the outside of boots and clothing before wearing, per product label
- Frequently check for ticks and remove from clothing

- At the end of the day, search your entire body for ticks (particularly groin, armpits, neck, and head) and shower
- To prevent pathogen transmission through mucous membranes or broken/cut skin, wash or disinfect hands, and/or wear surgical-style nitrile gloves any time ticks are handled
- Pregnant individuals and individuals using prescription medications should consult with their physician and/or pharmacists before using chemical repellents. Because human health effects may not be fully known, use of chemical repellents should be kept to a minimum frequency and quantity. Always follow manufacturers' use instructions and precautions. Wash hands after handling, applying, or removing protective gear and clothing. Avoid situations such as hand-to-face contact, eating, drinking, and smoking when applying or using repellents.
- Remove and wash clothes per repellent product label. Chemical repellents should not be used on infants and children.
- Vaccinations are generally not available for tick-borne pathogens. Although production of the LYMERix™ Lyme disease vaccination has been ceased, vaccination may still be considered under specific circumstances and with concurrence from the consulting physician.

Tick Check

A tick check should be performed after field survey before entering the field vehicle (you do not want to infest your field vehicle with ticks). Have your field partner check your back; the backs of your legs, arms, and neck; and your hairline. Shake off clothing as thorough as possible before entering the vehicle. Once the field day is complete, repeat this procedure and perform a thorough self-check.

If a tick has embedded itself into the skin, remove the tick as described below.

Tick Removal

1. Use the tick removal kit obtained through the CH2M Milwaukee warehouse, or a fine-tipped tweezers or shield your fingers with a tissue, paper towel, or nitrile gloves.
2. Grasp the tick as close to the skin surface as possible and pull upward with steady, even pressure. Do not twist or jerk the tick; this may cause the mouthparts to break off and remain in the skin. If this happens, remove mouthparts with tweezers. Consult your healthcare provider if infection occurs.



3. Avoid squeezing, crushing, or puncturing the body of the tick because its fluids (saliva, hemolymph, gut contents) may contain infectious organisms. Releasing these organisms to the outside of the tick's body or into the bite area may increase the chance of infectious organism transmission.

4. Do not handle the tick with bare hands because infectious agents may enter through mucous membranes or breaks in the skin. This precaution is particularly directed to individuals who remove ticks from domestic animals with unprotected fingers. Children, elderly persons, and immunocompromised persons may be at greater risk of infection and should avoid this procedure.
5. After removing the tick, thoroughly disinfect the bite site and wash your hands with soap and water.
6. Should you wish to save the tick for identification, place it in a plastic bag, with the date of the tick bite, and place in your freezer. It may be used at a later date to assist a physician with making an accurate diagnosis (if you become ill).

Note: Folklore remedies such as petroleum jelly or hot matches do little to encourage a tick to detach from skin. In fact, they may make matters worse by irritating the tick and stimulating it to release additional saliva, increasing the chances of transmitting the pathogen. These methods of tick removal should be avoided. In addition, a number of tick removal devices have been marketed, but none are better than a plain set of fine tipped tweezers.

First-aid and Medical Treatment

Tick bites should always be treated with first-aid. Clean and wash hands and disinfect the bite site after removing embedded tick. Individuals previously infected with Lyme disease does not confer immunity—re-infection from future tick bites can occur even after a person has contracted a tick-borne disease.

The employee should contact the Injury Management/Return To Work provider (IMRTW), WorkCare using the toll-free number 866-893-2514 to report the tick bite. WorkCare will follow-up with each CH2M employee who reports a tick bite and is at risk of developing Lyme disease by monitoring for symptoms up to 45 days, and will refer the employee to a medical provider for evaluation and treatment as necessary.

2017 Vehicle Accident Guidance—National Governments Client Sector

Remember that if you are **renting** a non-CH2M owned vehicle (short-term rental) in the U.S., you should carry the [insurance card](#) from the state where your driver's license is issued.

If you operate a **fleet vehicle**, carry the [insurance card](#) where the vehicle is registered.

For ALL Vehicles if you are in an accident:

1. If you are injured, call 911 for emergency medical treatment or 1-866-893-2514 to contact the CH2M Occupational Nurse/Physician for minor injuries. If you feel you have not been injured, contact the RHSM for guidance on whether calling the CH2M Occupation Nurse/Physician is applicable.
2. **Call the Police**--For any vehicle accident/damage, it is recommended that the local police (or site security/emergency services if working on a client site that provides such services) be called to determine if a report needs to be filed. In some instances, a report may not be required (during accident alerts, or in public parking lots). Document that the authorities were called and follow up with any guidance they give you. State requirements vary. If a report is filed, obtain a copy.
3. Notify Supervisor, (and PM/RHSM if working on a project site)
4. Complete a HITS report on the VO.

Additional Steps

To report an auto accident, and before a claim can be taken by telephonic reporting, have available your name (the company name alone is no longer accepted, a driver's name must be provided even for fender benders), location of accident and your office address if different than the accident location, business group and project number. A claim cannot be taken without your name, address, Sector and your project number. By location the state where the accident occurred, and which office you are aligned to, i.e., accident occurs in Idaho, but you are out of the Denver office. Advise the claim recorder the accident occurred in ID, but that your office location is Denver. This will assist the claim intake person in identifying location coding for the claims.

Auto accidents involve two different sections of an Auto policy:

- 1) Liability to others due to Bodily Injury and Property Damage
- 2) Physical Damage - Comprehensive and Collision - damage to the vehicle CH2M employee is driving

CH2M has Liability coverage for any auto - our policy will respond on either a primary or excess basis.

Refer to the table below for additional notifications to make based on the type of accident experienced and vehicle being used.

Liability - Bodily Injury or Property Damage to Others

Scenario	Which Coverage Responds	What to do if in an accident
CH2M fleet, pool or project vehicle - long term lease - lower 48	CH2M - Primary	Contact Broadspire (1-800-753-6737); Mary Ellegood-Oberts/DEN (720-286-2291); Linda George/DEN (720-286-2057)
CH2M fleet, pool or project vehicle - long term lease - Alaska (North Slope)	CH2M - Primary	Mary Ellegood-Oberts/DEN (720-286-2291)
Client vehicle driven by CH2M Hill employee	Client's auto policy unless client has made CH2M Hill responsible for vehicle	Contact Broadspire (1-800-753-6737); Mary Ellegood-Oberts/DEN (720-286-2291); contact client
Short term lease (30 days or less)	Rental car company if rented through Enterprise, Budget or Hertz; CH2M excess	Contact Broadspire (1-800-753-6737); Contact local branch of rental car company where vehicle leased (ERAC includes 24 hour roadside assistance) and Mary Ellegood-Oberts/DEN (720-286-2291)
Short term lease (30 days or less)	CH2M - Primary if rented through company other than our national agreements; \$100,000 deductible	Contact Broadspire (1-800-753-6737); Contact rental car company and Mary Ellegood-Oberts/DEN (720-286-2291)
Personal vehicle used on business	Employee's personal auto policy; CH2M on an excess basis	Contact personal auto insurance company; contact Mary Ellegood-Oberts/DEN (720-286-2291)

Physical Damage - damage to vehicle CH2M employee was driving

Scenario	Which Coverage Responds	What to do if in an accident
CH2M fleet, pool or project vehicle - long term lease - lower 48	CH2M ONLY if vehicle is scheduled on policy - \$5,000 deductible	Contact Broadspire (1-800-753-6737); Mary Ellegood-Oberts/DEN (720-286-2291); Linda George/DEN (720-286-2057)
CH2M fleet, pool or project vehicle - long term lease - Alaska (North Slope)	CH2M Equipment Schedule if scheduled on policy	Contact Mary Ellegood-Oberts/DEN (720-286-2291)
CH2M fleet, pool or project vehicle - long term lease	ARI if physical damage coverage purchased - \$500 deductible	Contact Mary Ellegood-Oberts/DEN (720-286-2291); call ARI at 1-800-221-1645 give them Client Code and ARI fleet vehicle number; and notify Linda George/DEN - Fleet Coordinator - 720-286-2057
Client vehicle CH2M Employee is driving	Client's auto policy unless client has made CH2M contractually responsible for vehicle	Contact Mary Ellegood-Oberts/DEN (720-286-2291); contact client; contact Broadspire (1-800-753-6737)
Short term lease (30 days or less) using corporate VISA	VISA if corporate credit card used and vehicle is not a pickup, truck, cargo van or used off-road	Contact VISA - 1-800-847-2911 or http://www.visa.com/eclaim
Short term lease (30 days or less) through Enterprise (ERAC) and vehicle is used off-road and physical damage coverage included when vehicle leased	ERAC up to \$3,000 in damage; CH2M's coverage is excess	Notify Rental Car Company; contact Mary Ellegood-Oberts/DEN (720-286-2291) if damage over \$5,000
Short term lease (30 days or less) did not use corporate VISA	CH2M - \$5,000 deductible (project responsibility)	Contact Broadspire (1-800-753-6737); Contact Mary Ellegood-Oberts/DEN (720-286-2291); contact VISA - 1-800-847-2911 or http://www.visa.com/eclaim
Personal vehicle used on business	CH2M will reimburse the amount of the deductible carried on the employee's policy up to \$500 whichever is less	Contact Mary Ellegood-Oberts/DEN (720-286-2291); contact client; contact Broadspire (1-800-753-6737)

Details for reporting a claim on the CH2M VO are accessed by going to the VO home page and clicking:

CORPORATE FUNCTIONS/INSURANCE & BONDING/CLAIMS

<https://www.int.ch2m.com/VO/Site?folders=Insurance&file=report>

The screenshot shows the CH2M website's 'Insurance & Bonding' section. At the top, there is a navigation bar with links: 'ch2m', 'MyTime', 'Expense', 'Employee Solution Center', 'Directory', 'MyPortal', 'The GuideLine', 'Health, Safety & Environment', 'Security', and 'Investor Relations'. A search bar is also present. Below this is a purple header with 'ch2m.' and a navigation menu: 'About Us -', 'Operations -', 'Policies & Resources -', 'Corporate Functions -', 'MyJourney', and 'MySite'. The main content area is titled 'Insurance & Bonding' and features a 'Home' link. The central focus is the 'How Do I Report a Claim?' section, which is divided into 'Domestic' and 'International' categories. Under 'Domestic', there are links for 'Automobile', 'Workers' Compensation', 'General Liability', 'Professional Liability', 'Contractors Pollution Liability', and 'Property'. Under 'International', there are links for 'Business Auto - UK', 'Business Auto-other than UK', 'Foreign Worker's Compensation/Employers' Liability', 'Public Liability', and 'Property'. To the right, a 'CONTENT CONTACT' sidebar lists contact information for Ann Donegan/DEN (+1 (720) 266-2492) and provides links to various forms and notices, including 'Claim Contacts (NEW)', 'Auto Accident Investigation Form (NEW)', 'Find a WC Designated Provider', 'WC Prescription Fill Form (NEW)', 'Workers Compensation Posting Notices', 'WC Light Duty Tasks (NEW)', and 'Workers Compensation Acronyms (NEW)'.

For Personally Owned Vehicles (POVs):

CH2M does not provide auto insurance for POVs, it is responsibility of the owner. If you are in a vehicle accident conducting company business, contact the police as above, supervisor, and 911 or CH2M's occupational nurse/physician as stated above. Complete a HITS report. Contact Mary Ellegood-Oberts/DEN for assistance for meeting personal insurance deductibles (up to \$500) with proof of insurance and deductible.

If using your POV for extended project use, notify the PM to make sure a rental car is not needed. Check your insurance policy for guidance on using the POV for business use.

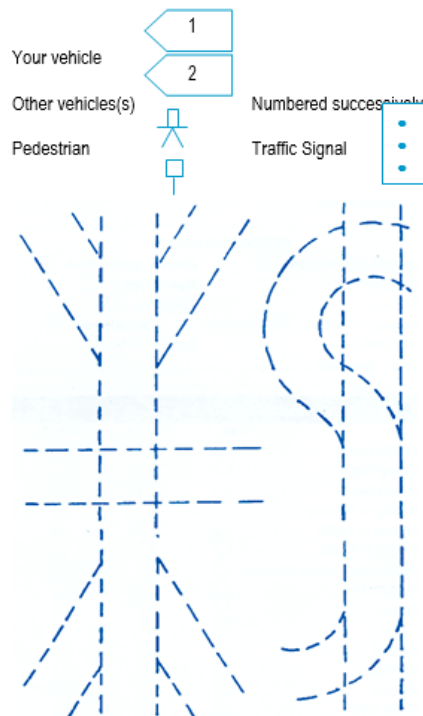
Additional Resources:

[Claims Resource Manual](#)

Auto Accident Scene

Instructions for Accident Diagram

Fill in dotted lines to correspond with road at accident site. Show position of all vehicles, pedestrians, etc. as follows:



Signature _____
Date _____

GENERAL LIABILITY ACCIDENT

Name: _____
Address: _____
Contact Information: _____

A. DATE, TIME, PLACE

Date _____ Time _____ AM ☐ PM ☐
In _____
(City or Town) (County) (State)
On _____
(Street or Highway)
At _____
(Street Address or Intersection)

Description of Accident:

B. WITNESSES

Persons seeing the accident will be of service to our driver by giving the names and addresses.

NAME _____
Address _____ Phone _____
NAME _____
Address _____ Phone _____

C. MEDICAL ASSISTANCE

Ambulance Called? Yes ☐ No ☐
Hospital: _____
First Aid _____ ☐

G. CONTACTS

CH2M
9191 S. Jamaica St.
Englewood, CO 80112
Corporate Claims Manager: Mary Oberts
Phone: 720 286-2291
Email: mary.ellegood-oberts@ch2m.com



Report Claims to: **Broadsire Services, Inc.**
800 753-6737

GOVERNMENT CONTRACTOR IDENTIFICATION CARD

Enclosed is your CH2M Government Contractor Identification Card (GCID) to be used when traveling or company business for the purpose of securing government contractor rates at hotels. This card identifies you as a CH2M employee and eligible for government contractor rates. The GCIS card is not intended to replace or supplement a Government issued form of Identification.

If your hotel reservation is confirmed at the government rate you will be required to present the GCID card at check-in. If the government contractor rate was not available please request during check-in. Please be aware this card is issued by CH2M, not the federal government, and may not be accepted by the hotel. In the event the hotel does not honor the government contractor rate, please ask for the best corporate or promotional rate available.

QUESTIONS: Contact CH2M Travel Administration: 720 286-2018



ACCIDENT REPORT

WHAT TO DO IN CASE OF AN ACCIDENT

1. Summons Police and Emergency Services, as needed
2. **STOP AT ONCE and INVESTIGATE. MAKE NO ADMISSIONS OF LIABILITY**
3. Protect the scene. Use warning devices. Get help from bystanders. Turn off all engines. No smoking. Guard against fire.
4. Assist injured persons. Don't move them unless absolutely necessary. Summon ambulance if needed. Do not administer first aid unless qualified to do so.
5. Identify yourself and company. Show license and registration on request.
6. **BE COURTEOUS.** Make no statement about accident except to police or company and insurance company representative. Record the officer's name and badge #.
7. Fill out and check off all applicable information on enclosed form **BEFORE YOU LEAVE THE SCENE.** Obtain the names and addresses of all persons, including witnesses.
8. File accident report with police and take pictures of the scene
9. Report as soon as possible to your fleet manager.
10. Questions? Contact Mary Oberts: 720 286-2291, mary.ellegood-oberts@ch2m.com.

To be completed at Accident Scene

AUTOMOBILE ACCIDENT

Driver's Name _____
 License No. _____
 Company / Department _____

A. DATE, TIME, PLACE

Date _____ Time _____ AM ☐ PM ☐
 In _____
 (City or Town) (County) (State)
 On _____
 (Street or Highway)
 At _____
 (Street Address or Intersection)
 Distance and Direction from: _____
 (Nearest community junction, etc.)

☐ Open Country ☐ Business-Shopping
☐ Residential ☐ Manufacturing-Industrial
☐ Other (Describe) _____

B. WITNESSES

Persons seeing the accident will be of service to our driver by giving the names and addresses.

NAME _____
 Address _____ Phone _____
 NAME _____
 Address _____ Phone _____

INVESTIGATING OFFICER

NAME _____
 Badge No. _____ Dept. _____
 Citation: You _____ Other _____

C. THOSE INVOLVED**COMPANY VEHICLE (VEHICLE #1)**

Make & Model _____
 Vin. No. _____ Fleet No. _____
 Tag No. & State _____

OTHER VEHICLE (VEHICLE #2)

Make & Model _____
 Tag No. & State _____
 Driver _____
 Address _____
 Driver's License No. _____
 Name, address and phone of owner (if not the driver) _____

Insurance Co. _____ Policy No. _____
 Insurance Co. Phone _____
 #: _____

OTHER VEHICLE (VEHICLE #3)

Make & Model _____
 Tag No. & State _____
 Driver _____
 Address _____
 Driver's License No. _____
 Name, address and phone of owner (if not the driver) _____

Insurance Co. _____ Policy No. _____
 Insurance Co. Phone _____
 #: _____

INJURED PERSONS

Number of persons injured _____
 Name _____ Age _____
 Address _____
 Injuries _____
 Where taken _____
 Phone number _____

D. TYPE OF ACCIDENT

☐ Collision with Other Vehicle ☐ Collision with Fixed Object

	Veh.1	Veh.2	Veh.3
<input type="checkbox"/> Ran off Road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Overturn in Road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Mechanical Defect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Fire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Loading or Unloading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Occupant fell out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Occupant injured inside vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other _____			

PEDESTRIAN ACTION

Crossing at intersection ☐ Between Intersections ☐
 With Signal ☐ Against Signal ☐
 No Signal ☐ Diagonally ☐
 Walking in Roadway ☐ Sidewalk ☐ No Sidewalk ☐
 Other: (Describe) _____

E. VEHICLE MOVEMENT

	Veh.1	Veh.2	Veh.3
Straight Ahead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Turning Right	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Turning Left	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Slowing or Stopping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stopped in Traffic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Starting in Traffic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Backing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
U-Turn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Skidding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overtaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Weaving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wrong Side	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crowded off Road	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evasive Action	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other _____			

F. VEHICLE CONDITION**MECHANICAL CONDITION**

	Veh.1	Veh.2	Veh.3
No Defect	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lights	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brakes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tires/Wheels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Windshield/Windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disabled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other _____			

WEATHER CONDITIONS

☐ Clear ☐ Daylight
☐ Snow ☐ Dawn
☐ Sleet ☐ Sunset
☐ Fog ☐ Dark-road lighted
☐ Rain ☐ Dark-road lighted
☐ Other (specify) _____

H. PROPERTY DAMAGE**Point of Impact**

	Veh.1	Veh.2	Veh.3
Front	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Right Front	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Left Front	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Right Rear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Left Rear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Right Side	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Left Side	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roof	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other _____			

Cargo Weight/Type: _____

Cargo Damage: _____

Other Property Damage: _____

Working Alone Protocol

Call-In Contact Form

Date of site work: _____ Expected start time: _____

Name of CH2M employee in the field: _____

Name of CH2M employee responsible to receive contact: _____

Client Emergency Contact (if any): _____

CH2M employee's contact numbers:

Radio # _____

Cell Phone # _____

Address and Location of work: _____

Directions/Map: _____

Planned Activity: _____

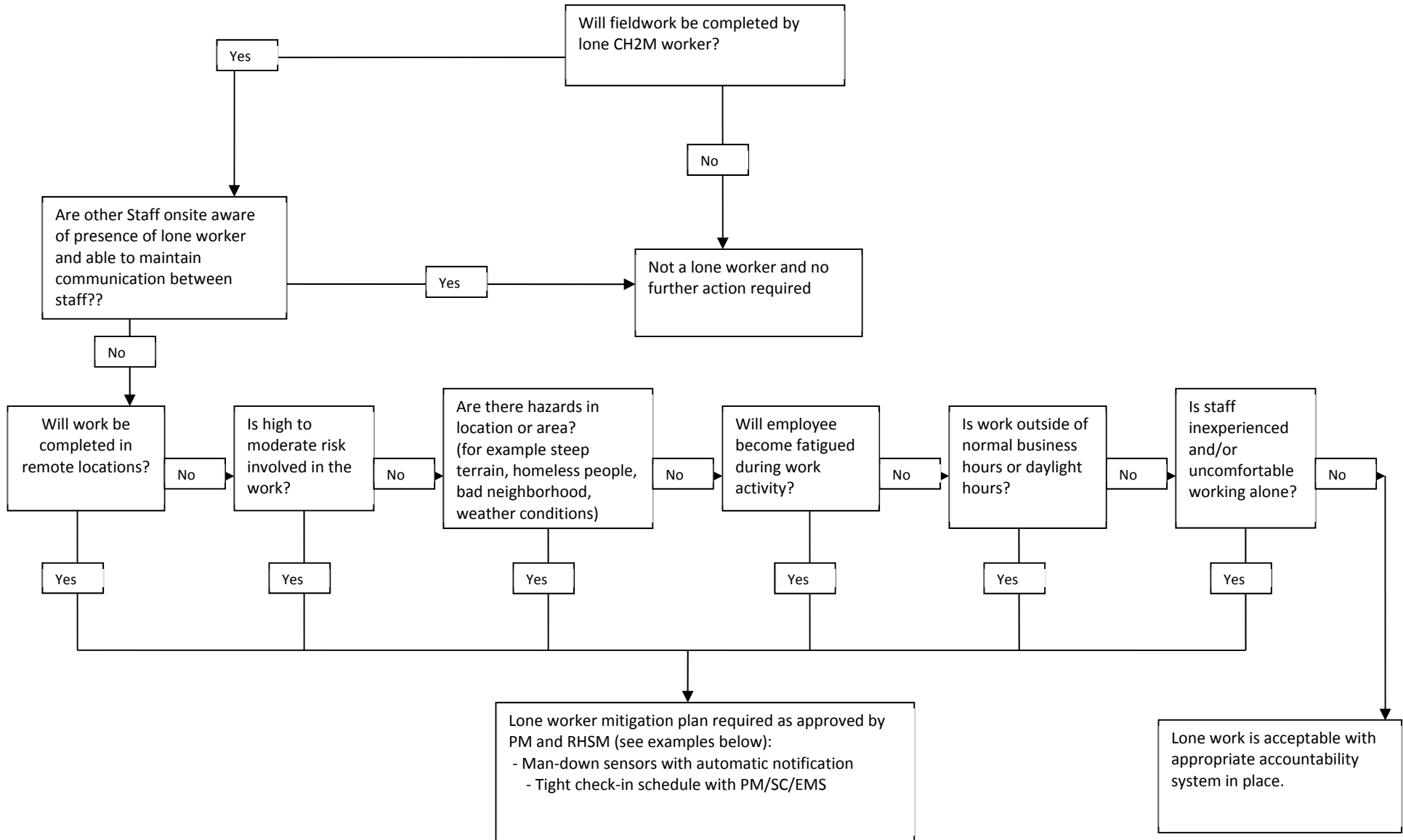
Specified Frequency and time for call in: _____

Time	Verified	Location
------	----------	----------

If lone worker fails to call in at specified frequency/time:

1. Call worker's radio and cell to determine if an emergency exists.
2. If no reply, immediately call client security/emergency service if there is one at the site.
3. If there is no client security, call Emergency Services (911). Inform the dispatcher there is a lone worker that cannot be contacted and there may be an emergency onsite. Provide the lone worker's name, their last known location, and your contact information.
4. After Emergency Services have been contacted, call the other emergency contacts, PM, and Responsible Health and Safety Manager.

Lone Worker Protocol



TARGET ZERO BULLETIN

Subject: HSSE Agency Inspections (OSHA, EPA, DOT, State Health Department)

Do you know what YOU would do if an agency inspector arrived at your site unannounced?

Recently, a State Occupational Safety and Health Administration (OSHA) inspector made an unannounced visit to one of our Federal project sites. OSHA, U.S. Environmental Protection Agency (EPA), and authorized state or local agencies have authority to inspect any facility that is subject to health, safety, and environmental legislation. Inspections may be announced or unannounced. This particular inspector indicated that the project was targeted for an inspection because the work was funded by the American Recovery and Reinvestment Act (ARRA).

Enterprise Standard Operating Procedure (SOP) HSE-201, *Agency Inspections and Communications*, describes the responsibilities, procedures, and requirements associated with inspections conducted by external regulatory agencies, as well as the methods for communicating information to key individuals. This Target Zero Bulletin is a brief summary of what to do in the event of an agency inspection at your site. Refer to the SOP for more specific guidance.

Notification of Inspections

- If the inspection is an announced regulatory agency inspection, the Project Manager (PM) should notify the Responsible Health and Safety Manager (RHSM) and Responsible Environmental Manager (REM) well in advance of the inspection.
- If an unannounced agency inspector visits one of our projects, Field personnel must immediately notify the project Emergency Response Coordinator (ERC). Typically the ERC is the Site Safety Coordinator (SSC).
- The **ERC must immediately notify the RHSM/REM**, as appropriate, of unannounced inspections, or designate someone to call the RHSM/REM. The RHSM/REMs can provide guidance to the field staff and PM.

Inspector Credential Verification

- Upon arrival, the ERC must request the inspector to provide official credentials. Record the inspector's name and office phone number or obtain the inspector's business card.
- The inspector shall sign the visitors log and be given a site-specific health, safety, and environmental protection briefing.
- The inspector shall meet any site access requirements associated with security clearances, specialized training, and medical monitoring. The CH2M representative shall verify that the inspector possesses these requirements; access will only be granted to those areas where appropriate access requirements are met. Some inspectors have the authority to gain access to any work area at any time, such as an inspector with a search warrant. In these cases, we can stop work operations as necessary to protect the safety of the inspector(s).

Opening Conference

- The CH2M Project Manager, ERC, RHSM, or REM, and the inspector shall determine attendees for the opening conference. The RHSM (for OSHA and other worker health and safety inspections) or REM (for environmental inspections) shall join the opening conference via conference call.
- The inspector shall inform CH2M of the purpose of the inspection and provide a copy of the complaint, if applicable.
- The inspector shall outline the scope of the inspection, including employee interviews conducted in private, physical inspection of the workplace and records, possible referrals, discrimination complaints, and the closing conference(s).

Requests for OSHA Logs

- An OSHA inspector may request to review the project OSHA Injury/Illness log, better known as the OSHA 300 Log. Contact your RHSM for assistance in obtaining the OSHA 300 Log.
- Field projects with a continuous duration of one year or longer are considered to be separate establishments and are required to maintain an OSHA 300 log specific to the project. The project OSHA 300 log should be maintained onsite and kept current.
- Recordable injuries and illnesses sustained on field projects less than one year in duration are maintained on the CH2M office log where the injured employee is based.

The Inspection

- The scope of the inspection shall be limited to that indicated by the inspector in the opening conference. The inspector shall be escorted to relevant areas only. The ERC or other designated by the RHSM or REM must accompany the inspector during the inspection.
- Ensure that the inspection is limited to the scope that the inspector disclosed during the opening conference. The ERC should always take notes which identify: areas inspected, machinery or equipment and materials examined, employees or other persons interviewed, and photographs taken by the inspector.
- The inspector will observe safety, health, and environmental conditions and practices and document the inspection process. The inspector may also take photos and instrument readings, examine records, collect air samples, measure noise levels, survey existing engineering controls, and monitor employee exposure to toxic vapors, gases, and dusts.
- CH2M should gather duplicate information (photographs, readings, samples) in the same manner and condition as the inspector. If the equipment needed to take duplicate samples is not onsite, ask the inspector if the sampling can wait until the equipment is available. If samples are taken, request a description of the tests that the agency intends to perform on the samples and request results as soon as they are available.
- Employees may be questioned during the inspection tour. The employee can refuse to speak to an inspector, can speak to the inspector with a company representative (including management) present, or can speak to the inspector privately. It is CH2M policy that employees who wish to speak to the inspector are not discriminated against, intimidated, or otherwise mistreated for exercising their rights during compliance inspections.
- Copies of documents should not be provided to the inspector without the approval of the RHSM or REM or Legal Insurance Department (LID). **DO NOT** voluntarily release documents. Respond only to inspection team requests.
- During the course of the inspection, the inspector may point out violations. For each violation, the CH2M representative should ask the inspector to discuss possible corrective action. Where possible, violations detected by the inspector should be corrected immediately and noted by the inspector as corrected.
- For those items which cannot be corrected immediately, an action plan shall be formulated for timely correction. In any instance, employees exposed to hazards shall be removed from the area.

Closing Conference

After the inspection, a closing conference is normally held as follows:

- The CH2M PM, ERC, RHSM or REM shall be involved via conference call in the closing conference, at a minimum;
- The inspector shall describe the apparent violations found during the inspection and other pertinent issues as deemed necessary by the inspector. CH2M shall be advised of their rights to participate in any subsequent conferences, meetings or discussions. Any unusual circumstances noted during the closing conference shall be documented by the ERC;
- The inspector shall discuss violations observed during the inspection and indicate for which violations a citation and a proposed penalty may be issued or recommended;
- The ERC shall request receipts for all samples and approved documents photocopied by the inspector, request a photocopy of the inspector's photograph log, and request a copy of the final inspection report; and
- Any documentation from an agency inspection must be transmitted immediately to the RHSM or REM, and LID.

Unannounced regulatory agency inspections may happen at any time on our projects

Get your RHSM/REM and PM involved immediately if an Inspector arrives.

Arsenic Fact Sheet

Uses and Occurrences

The manufacture and transportation of arsenic compounds; used in the manufacture of herbicide, pesticide, fungicides, and defoliants; used in the manufacture and handling of calcium arsenate; used in the manufacture of electrical semiconductors, diodes, and solar batteries; used as an additive for food and drinking water for animals; used as a preharvest desiccant, sugarcane ripener, soil sterilant, or for timber thinning; used as a bronzing or decolorizing addition in glass manufacturing; used in the production of opal glass and enamels; used as an addition to alloys to increase hardening and heat resistance; used during smelting of ores; used during the cleanup of soil contaminated with arsenic; used military applications; and used in the general handling, storage, and use of arsenic.

Physical Characteristics

Appearance:	Gray metal or white powder
Odor:	Odorless solid, garlic-like when heated
Flammable:	None
Flash Point:	None
Flammable Range:	None
Specific Gravity:	5.73 for arsenic metal, 3.74 for arsenic trioxide
Stability:	Stable
Incompatibilities:	Heat, hydrogen gas, and oxidizing agents
Melting Point:	Sublimes at 613°C (1135°F); 315°C (599°F) for arsenic trioxide
Boiling Point:	Sublimes at 613°C (1135°F); 465°C (869°F) for arsenic trioxide

Signs and Symptoms of Exposure

- Short-term (Acute): Nausea, vomiting, diarrhea, weakness, loss of appetite, cough, chest pain, giddiness, headache, and breathing difficulty.
- Long-term (Chronic): Numbness and weakness in the legs and feet, skin and eye irritation, hyperpigmentation, thickening of palms and soles (hyperkeratosis), contact dermatitis, skin sensitization, warts, ulceration, perforation of the nasal septum, and lung and lymphatic cancer.

Modes of Exposure

Inhalation:	Dusts and Vapors
Absorption:	Liquid
Ingestion:	Dusts and Liquid

Exposure Limits

Action level (AL)	5 µg/m ³
PEL	10 µg/m ³
STEL	None
TLV	10 µg/m ³

Exposure Level vs. Regulatory Requirements

EXPOSURE LEVEL (EL)	REGULATORY REQUIREMENTS
EL < AL	Maintain exposure as low as reasonably achievable.
AL > EL, EL < PEL	Implement portions of the OSHA Arsenic Standard and training.
EL > PEL	Implement all portions of the OSHA Arsenic Standard, including training, medical surveillance, engineering controls, establishment of work areas, etc.

PPE

Eye:	Safety glasses; contact lenses should not be worn.
Skin:	Chemical protective gloves and body protection.
Respiratory:	Air purifying respirators and supplied air respirators, depending on the exposure.

First Aid

Inhalation:	Move to fresh air; seek medical attention promptly.
Skin:	Quick drenching with water; wash skin with soap and water; seek medical attention promptly.
Eyes:	Flush with water for 15 minutes, lifting the lower and upper lids occasionally; seek medical attention promptly.
Ingestion:	Seek medical attention promptly.

Cadmium Fact Sheet

Uses and Occurrences

The manufacture and transportation of cadmium compounds; coatings on metals; nickel-cadmium storage batteries; nickel plating, power transmission wire; pigments in ceramic glazes, enamels, and fungicides; corrosion-resistant coatings on marine, aircraft, and motor vehicles; manufacture of nuclear reactor rods; and welding electrodes and solder.

Physical Characteristics

Appearance:	Soft, blue-white, malleable, lustrous metal or grayish-white powder; some compounds may appear as a brown, yellow, or red powdery substance
Odor:	Odorless
Flammable:	Severe fire hazard, such as dust
Flash Point:	Not Applicable
Flammable Range:	Not Applicable
Specific Gravity:	8.64 (metal dust)
Stability:	Very stable
Incompatibilities:	Nitric acid, boiling concentrated hydrochloric and sulfuric acids; contact of cadmium metal dust with strong oxidizers or with elemental sulfur, selenium, and tellurium may cause fires and explosion.
Melting Point:	321°C (610°F)
Boiling Point:	765°C (1,409°F)

Signs and Symptoms of Exposure

Short-Term (Acute):	<u>Dust and Fume:</u> Irritation of nose and throat; inhalation may cause a delayed onset of cough, chest pain, sweating, chills, shortness of breath, and weakness. Death may occur. <u>Dust:</u> Ingestion may cause nausea, vomiting, diarrhea, and abdominal cramps.
Long-Term (Chronic):	<u>Dust and Fume:</u> Repeated or prolonged exposure may cause loss of sense of smell, ulceration of the nose, shortness of breath (emphysema), kidney damage, and mild anemia. Exposure to cadmium has been reported to cause an increase incidence of lung cancer.

Modes of Exposure

Inhalation:	Dusts and fumes
Absorption:	None
Ingestion:	Dusts and solids

Exposure Limits

Action level (AL)	2.5 µg/m ³
PEL	5 µg/m ³
STEL	None
TLV	10 µg/m ³ , 2µg/m ³ (respirable)

Exposure Level versus Regulatory Requirements

EXPOSURE LEVEL (EL)	REGULATORY REQUIREMENTS
EL < AL	Maintain exposure as low as reasonably achievable
AL > EL, EL < PEL	Implement portions of the OSHA Cadmium standard and Training
EL > PEL	Implement all portions of the OSHA Cadmium Standard including training, medical surveillance, engineering controls, establishment of work areas, etc.

PPE

Eye:	Splash-proof or dust-resistant goggles; face shield
Skin:	Protective coveralls, gloves, and footwear
Respiratory:	Air-purifying respirators and supplied air respirators, depending on the exposure

First Aid

Inhalation:	Move to fresh air; seek medical attention immediately.
Skin:	Remove clothing and shoes; wash with large amounts of water.
Eyes:	Flush with water immediately, lifting the upper and lower eyelids; seek medical attention immediately.
Ingestion:	DO NOT INDUCE VOMITING; seek medical attention immediately.

CH2MHILL

Lead

Standard of Practice HSE-508

Lead Fact Sheet

Uses and Occurrences

Lead can be found in the following: construction materials for tank linings and piping; component of lead-acid storage batteries; lead solder; plastics; steel; and pigments for paints. Lead can also be found in waste rock associated with mining activities, wood debris or stock used for electrical co-generation activities, and soil and waste associated with manufacturing activities. Elevated levels of naturally occurring lead may also be found in the soil in certain parts of this country.

Physical Characteristics

Appearance:	Bluish-white, silvery, gray metal. Very soft and easily malleable
Odor:	None
Flammable:	Noncombustible
Flash Point:	Not Applicable
Flammable Range:	Not Applicable
Specific gravity:	11.35
Stability:	very stable
Incompatibilities:	hot nitric acid, boiling concentrated hydrochloric and sulfuric acids
Melting Point:	327°C

Signs and Symptoms of Exposure

Skin and Eye: Irritation

Ingestion and Inhalation (Acute Overexposure): Lead is a potent, systemic poison that serves no known useful function once absorbed by your body. Taken in large enough doses, lead can kill you in a matter of days. A condition affecting the brain called acute encephalopathy may arise that develops quickly to seizures, coma, and death from cardio-respiratory arrest. A short term dose of lead can lead to acute encephalopathy. Short term occupational exposures of this magnitude are highly unusual, but not impossible. Similar forms of encephalopathy may, however, arise from extended, chronic exposure to lower doses of lead. There is no sharp dividing line between rapidly developing acute effects of lead, and chronic effects that take longer to acquire. Lead adversely affects numerous body systems, and causes forms of health impairment and disease that arise after periods of exposure as short as days or as long as several years.

Ingestion and Inhalation (Chronic Overexposure): Chronic overexposure to lead may result in severe damage to your blood-forming, nervous, urinary and reproductive systems. Some common symptoms of chronic overexposure include loss of appetite, metallic taste in the

mouth, anxiety, constipation, nausea, pallor, excessive tiredness, weakness, insomnia, headache, nervous irritability, muscle and joint pain or soreness, fine tremors, numbness, dizziness, hyperactivity and colic. In lead colic, there may be severe abdominal pain.

Modes of Exposure

Inhalation:	Dusts and fumes
Skin Absorption:	None
Ingestion:	Dusts and solids

Exposure Limits

Action level	0.03 mg/m ³
PEL	0.05 mg/m ³
STEL	None
PEL-C	None
TLV	0.05 mg/m ³

Exposure Level vs. Regulatory Requirements

EXPOSURE LEVEL (EL)	REGULATORY REQUIREMENTS
EL less than Action Level (AL)	Maintain exposure as low as reasonably achievable
EL greater than AL and less than PEL	Implement portions of the OSHA Lead Standard (i.e., initial medical monitoring) and Training
EL greater than PEL	Implement all portions of the OSHA Lead Standard including training, medical surveillance, engineering controls, establishment of work areas, etc.

PPE

Eye:	Safety Glasses
Skin:	Coveralls or disposable coveralls to keep lead off clothing and to prevent the spread of lead contamination.
Respiratory:	Air purifying respirators and supplied air respirators, depending on the exposure.

First Aid

Inhalation:	Move to fresh air, contact a physician
Skin:	Wash with water
Eyes	Flush with water
Ingestion:	Contact a physician

Attachment 6
Observed Hazard Form

Observed Hazard Form

Name/Company of Observer (*optional*):

Date reported: _____

Time reported: _____

Contractor/s performing unsafe act or creating unsafe condition:

1. _____

2. _____

3. _____

Unsafe Act or Condition:

Location of Unsafe Act or Condition:

Name of CH2M Representative:

Corrective Actions Taken:

Date: _____

Project Safety Committee Evaluation:

Date: _____

Attachment 7
Stop Work Order Form

Stop Work Order

REPORT PREPARED BY:

Name:	Title:	Signature:	Date:

ISSUE OF NONPERFORMANCE:

Description:	Date of Nonperformance:

SUBCONTRACTOR SIGNATURE OF NOTIFICATION:

Name:	Title:	Signature:	Date:

** Corrective action is to be taken immediately. Note below the action taken, sign and return to CCI. * Work may not resume until authorization is granted by CH2M Constructors, Inc. Representative,*


SUBCONTRACTOR'S CORRECTIVE ACTION


Description:	Date of Nonperformance:


SUBCONTRACTOR SIGNATURE OF CORRECTION


Name:	Title:	Signature:	Date:


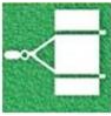



Attachment 8
Completed CH2M AHAs




Work Task Sequence (List steps you need to take to complete the activity.)	Potential Health and Safety Hazards (How can you be harmed? Cut, struck, exposed...)	Potential Energy(ies) Associated with Task	Hazard Controls (List the specific controls for each potential hazard. Refer to EN&N Market HSSE Handbook for required controls)
Task 1. Mobilizing to location from office or hotel.	Injuries from vehicle accidents		<ul style="list-style-type: none"> • Journey Management Planning (JMP) must take place prior to beginning operations. PTSP meets this requirement. Know your route and plan in advance • Coordinate access routes / parking with company personnel, subcontractors as needed. • Review weather conditions each morning and plan • Rent all-wheel drive vehicles • If in a rental vehicle, take the time to fully understand the controls of the vehicle. Do not leave the parking lot until you do.






Work Task Sequence (List steps you need to take to complete the activity.)	Potential Health and Safety Hazards (How can you be harmed? Cut, struck, exposed...)	Potential Energy(ies) Associated with Task	Hazard Controls (List the specific controls for each potential hazard. Refer to EN&N Market HSSE Handbook for required controls)
Task 1. Mobilizing to location from office or hotel (Cont)	Injuries from vehicle accidents (Cont)		<ul style="list-style-type: none"> Review maps and travel routes or use GPS driving applications Perform a vehicle inspection before operations. Wear seat belt. Obey traffic rules- Maintain safe speed at all times. Drive defensively. Use headlights in foggy and or wet conditions. Use spotters. Know your JMP. Watch for low over-heads. Always leave an exit route. Keep 4 seconds behind all vehicles. Avoid having to back out of parking areas. Focus eyes at 1000 feet ahead of you while driving. Check mirrors every 3-5 seconds. Never talk on the phone while driving. Never eat while driving. Inspect all loads and secure loose items such as fire extinguishers Communicate any changes in route or road conditions to the SSC. Never drive tired. Turn vehicle radio off when backing or high risk maneuvers. Allow windows to fully defog or deice before driving Get out and look. 360 degree walk around vehicle.
	Car-jacking / robbery / injuries		<ul style="list-style-type: none"> Keep doors locked at all times when driving Do not pull into unknown alleys or dead end streets Do not roll down windows if strangers approach vehicle Do not make eye contact with strangers or look inviting Do not panic if confronted. Make sure you leave



Work Task Sequence (List steps you need to take to complete the activity.)	Potential Health and Safety Hazards (How can you be harmed? Cut, struck, exposed...)	Potential Energy(ies) Associated with Task	Hazard Controls (List the specific controls for each potential hazard. Refer to EN&N Market HSSE Handbook for required controls)
			<p>enough space to pull forward in the event of a confrontation.</p> <ul style="list-style-type: none"> • Do not place company logos on vehicles unless parking in specified areas that require it • Do not display valuables in open site • Always check the back seat or rear hatch of the vehicle before entering • Keep keyless remotes in your pocket • If rear-ended, do not exit the vehicle. Call 911 • Scan the entire area around your vehicle when approaching the vehicle. If suspicious individuals are observed, abort the mission. • Choose your parking location carefully. Scan the entire area around your chosen spot when approaching. If suspicious individuals are observed, abort the mission. • Use buddy system as much as possible / ride together as criminals like to prey on lone individuals. • Do not give money / food to panhandlers • Take cover if gunshots are heard • Use Stop Work Authority (SWA) if a protest develops near the work area or in the neighborhood. Notify Project Manager whenever SWA is required.
Preconstruction meetings and general property owner engagements	Injuries from dogs		<ul style="list-style-type: none"> • Be aware of loose dogs in the neighborhood • If any dog approaches, do not run, but if possible move slowly toward vehicle and take shelter in vehicle until the dog is at a safe distance away or an owner places a leash on it. • Avoid approaching a chained dog in a yard, regardless of breed



Work Task Sequence (List steps you need to take to complete the activity.)	Potential Health and Safety Hazards (How can you be harmed? Cut, struck, exposed...)	Potential Energy(ies) Associated with Task	Hazard Controls (List the specific controls for each potential hazard. Refer to EN&N Market HSSE Handbook for required controls)
			<ul style="list-style-type: none"> • If scratched or bitten, immediately seek medical attention. • Remind home owners to keep dogs in the house
	Injuries resulting from confrontations with home owners / neighbors (Property Owners)		<ul style="list-style-type: none"> • Do not argue with home owners • Apologize and back away • Elevate discussion to Project Manager for further resolution with EPA. • Always use buddy system • Observe owners for signs of intoxication. If observed come back at a different time. • Avoid impromptu meetings • Try to meet with individual owners and not their entire family • Be polite at all times • Do not use foul language • Maintain personal space setbacks. Minimum 3 feet. • Avoid any bodily contact such as hand shaking or hugs • Keep it professional at all times. • Notify PM / HSM of any problem property owners • Do not answer questions from neighbors. • Do not answer questions from the Press. Elevate all inquiries from the Press or neighbors to Project Manager for further resolution with EPA. • Do not engage in property line / boundary disputes • Maintain detailed property inventories • Do not offer favors or ask for favors • Do not capture property owners or their children in pictures / photos / videos • Do not accept after-hour invitations from property owners

Work Task Sequence (List steps you need to take to complete the activity.)	Potential Health and Safety Hazards (How can you be harmed? Cut, struck, exposed...)	Potential Energy(ies) Associated with Task	Hazard Controls (List the specific controls for each potential hazard. Refer to EN&N Market HSSE Handbook for required controls)
			<ul style="list-style-type: none"> Do not accept gifts from property owners Communicate that we are not EPA. We are simply contractors doing a job. Do not two-block home owner vehicles Do not begin work before allowable start times or work after allowable finish times Do not get dust on property owner's personal property. Do not enter property owner residence by yourself. Use buddy system
	Slips, trips, and falls	 	<ul style="list-style-type: none"> Inspect area for tripping hazards—mark or remove obstructions. Wear safety-toed boots, with good tread. Wear correct safety glasses (clear in low-light conditions and tinted with glare) Use good housekeeping practices, keeping the work area clear of potential tripping hazards. Respect tape lines Stay 2 feet from edge of any excavations Do not climb on subcontractor equipment to engage subcontractor staff
	Struck By/ Against Traffic	  	<ul style="list-style-type: none"> Wear reflective warning vests or high visibility clothing. Contact subcontractor HSM or supervisor for entrance into work zones for critical inspections etc. Ensure you have read, understand and signed the subcontractors AHA CH2M staff are not allowed to back trucks in or perform traffic control Make/maintain eye contact with operators before approaching equipment. Do not approach equipment from rear or from blind spot of operator Listen for equipment operable back-up alarms

Work Task Sequence (List steps you need to take to complete the activity.)	Potential Health and Safety Hazards (How can you be harmed? Cut, struck, exposed...)	Potential Energy(ies) Associated with Task	Hazard Controls (List the specific controls for each potential hazard. Refer to EN&N Market HSSE Handbook for required controls)
			<ul style="list-style-type: none"> • Do not talk or text on cell phones near operating equipment of in lay-down yards • Review competent person declarations or certs for equipment operators • Avoid positioning between fixed objects and operating equipment • Ground personnel may not enter equipment work zones until the operator's attention has been gained, the operator idles the equipment, grounds all buckets or other extensions and gives ground personnel permission to enter the area.
	Hearing Damage		<ul style="list-style-type: none"> • Minimize exposure to loud operating equipment. • Know and understand TWA for exposures • Know and understand hearing protection reduction values • Wear hearing protection when TWA is exceeded or exposure to excessive noise above 85 decibels cannot be mitigated • Do not insert dirty plugs in ears • Do not stand close to backfill trucks when dumping as acute hearing damage from slamming tailgates • Seek immediate advice from the occupational nurse if ear infections or possible damage is encountered. • Follow municipal noise restrictions as specified in the subcontract documents • Clean ears regularly without intrusion into ear canal
	Underground/overhead utilities	 	<ul style="list-style-type: none"> • Ensure subcontractor has cleared properties by a licensed utility locator prior to beginning work, both 3rd party and Gopher One Call. • Ensure that all overhead utility power lines are at least 10 feet away from subcontractor's operating equipment or as determined by actual voltage (See HASP)

Work Task Sequence (List steps you need to take to complete the activity.)	Potential Health and Safety Hazards (How can you be harmed? Cut, struck, exposed...)	Potential Energy(ies) Associated with Task	Hazard Controls (List the specific controls for each potential hazard. Refer to EN&N Market HSSE Handbook for required controls)
			<ul style="list-style-type: none"> If an obstruction is encountered, suspend work and determine what it is. If it cannot be determined, contact the HSM
	Strains from manually moving materials, equipment, and drums.	 	<ul style="list-style-type: none"> Personnel shall be directed to use proper lifting techniques such as keeping back straight, lifting with legs, limiting twisting, and getting help in moving bulky/heavy materials and equipment. Mechanical equipment shall be used as much as possible to minimize manual lifting. Follow controls in the HSP and SOP, Lifting
	Exposure to site contaminants		<ul style="list-style-type: none"> Contractor to set up work zones, perform air monitoring, wear PPE, and perform equipment/personal decontamination in accordance with contractor's HSP. Properly remove PPE and wash hands and face, no smoking, drinking, eating in the EZ or CRZ. Buddy system will be used when entering the EZ. Modified Level D PPE (coveralls, safety-toed boots that can be deconned, nitrile gloves) Ensure subcontractor air monitoring is being performed with wet methods to control dust Use boot washes Change out of any impacted clothing immediately Watch for any tracking outside of exclusion zones Ensure subcontractors performs full equipment decon Ensure trucks hauling contaminate waste use tarps
	Traffic hazards		<ul style="list-style-type: none"> Wear high visibility traffic vests near heavy equipment or traffic. Subcontractor to utilize traffic control equipment (cones, delineators, etc.) to route traffic around work area, as needed.

Work Task Sequence (List steps you need to take to complete the activity.)	Potential Health and Safety Hazards (How can you be harmed? Cut, struck, exposed...)	Potential Energy(ies) Associated with Task	Hazard Controls (List the specific controls for each potential hazard. Refer to EN&N Market HSSE Handbook for required controls)
			<ul style="list-style-type: none"> • Ensure all permit requirements are being followed • Cross streets at crosswalks • CH2M personnel are not allowed to perform traffic control unless specifically approved by the HSM • Do not leave vehicle doors open in traffic • Check all mirrors before exiting vehicles • Do not stand behind road advisement signs • Do not turn your back to oncoming traffic • Listen for horns • Expect that you are not seen by vehicle operators • Use SWA if traffic delineation requirements are not followed by subcontractor • EACH CH2M vehicle shall have 2 cones and these cones shall be placed at the front and back of vehicle when parked at the project site. • Ensure Subcontractors perform TCPs at individual properties
	Heat stress / Cold stress		<ul style="list-style-type: none"> • Check weather forecast daily • Seek shelter/shade to minimize heat stress. • Know your limitations. • Drink fluids to minimize heat stress (1 qt./hr min) • Use the Buddy System. • Stop work at the first sign of heat stress. (SWA) • Dress for cold conditions • Stop at the first sign on numbness • Follow requirements in the HASP • CH2M shall have a daily supply of water and electrolyte drinks. • Wear sunscreen in direct sunlight

Work Task Sequence (List steps you need to take to complete the activity.)	Potential Health and Safety Hazards (How can you be harmed? Cut, struck, exposed...)	Potential Energy(ies) Associated with Task	Hazard Controls (List the specific controls for each potential hazard. Refer to EN&N Market HSSE Handbook for required controls)
	Inclement weather hazards		<ul style="list-style-type: none"> • CH2M HSM to supply long-range forecast on weekly basis and provide daily forecast each morning via email • CH2M staff to check weather forecast daily • Review HASP emergency response plan • Have a rally point designed as a tornado shelter • Perform and document an emergency evacuation drill as required in HASP • Follow 30/30 lightning protocol in HASP • Do not work under tree limbs in heavy winds • Secure all plastic covers when high winds are expected. • Have raingear available • Have a change of clothes available
	Injuries Bees, Insects, Spiders, Snakes, Small mammals, Ticks		<ul style="list-style-type: none"> • Be aware that the area may have bees, hornets and other insects and small mammals. • If a bee hive or other potentially hazardous biological hazard is found, notify the SSC immediately. • Listen for strange noises-rattles, buzzing, etc • Look before placing hands and feet. • Never approach a snake of any kind. • Wear appropriate gloves and inspect all areas where hands / feet are intended to go. • Check for ticks after operations • Use insect repellent. • Notify supervisor and safety dept. of severe allergic reaction potential.

Equipment to be used (List equipment to be used in the work activity)	Inspection Requirements (List inspection requirements for the work activity)	Training Requirements (List training requirements including hazard communication)
<ul style="list-style-type: none"> • Traffic control equipment • Hand and power tools • Fire Extinguisher (present in area) • Eye Wash (present in area) • First Aid Kit (present in area) • Level D PPE 	<ul style="list-style-type: none"> • Inspect all vehicles, equipment, tools, and PPE prior to each use (remove from service any defective equipment) • Calibrate air monitoring equipment daily when used • Visual inspections of work area daily • Use applicable Self-Assessment Checklists in HSP. • Property Hazard Assessment • HANDS 	<ul style="list-style-type: none"> • OSHA 40-hour HAZWOPER initial training, current refresher, 3-day OJT, and medical clearance. • Training on CH2M HSP and applicable AHAs. • Qualified CH2M Safety Coordinator-HW. • Hazard Communication training (see hazard communication section of HSP) for any chemicals brought onsite. • Qualified subcontractor operators (for equipment such as drill rigs, forklifts, aerial lifts) • Documented training on SDSs for any chemicals used. • Qualified SHSO (with SC-HW training)



ACTIVITY HAZARD ANALYSIS

PRINT NAME

SIGNATURE

Supervisor Name:

Safety Coordinator Name:

Employee Name(s):

Date/Time:

Date/Time:

Date/Time:

Date/Time:

Date/Time:

Date/Time:

Date/Time:

Date/Time:

Date/Time:

Date/Time:











Date/Time:

ACTIVITY HAZARD ANALYSIS

Date: 4/19/17		Task Risk Assessment Code (RAC):		L	
Project: OAZ Superfund Site, Remedial Design					
Site Supervisor: Rachel Grand/STL					
Site Safety Coordinator: Zach Dolbeare/STL					
HSM Review/Approval: Carl Woods/CIN					
Job/Activity: General Site Work, Site Inspection, Property Sketching, Residential and Commercial Property Soil Sampling, Alleyway Soil Sampling					
Note: Review this AHA first, as this information might not be repeated on other AHAS					

		Probability						
		Frequent	Likely	Occasional	Seldom	Unlikely		
Severity	Catastrophic	E	E	H	H	M		
	Critical	E	H	H	M	L		
	Marginal	H	M	M	L	L		
	Negligible	M	L	L	L	L		

L = Low
 E = Extremely High Risk
 H = High Risk
 M = Moderate Risk

TYPES OF POTENTIAL ENERGY:									
									
1	2	3	4	5	6	7	8	9	10
BIOLOGICAL	CHEMICAL	ELECTRICAL	GRAVITY	MECHANICAL	MOTION	PRESSURE	RADIATION	SOUND	TEMPERATURE

Work Task Sequence (List steps you need to take to complete the activity.)	Potential Health and Safety Hazards (How can you be harmed? Cut, struck, exposed...)	Potential Energy(ies) Associated with Task	Hazard Controls (List the specific controls for each potential hazard. Refer to EN&N HSSE Handbook for required controls)
--	--	---	--

General preparation Review, inspect and locate safety equipment including fire extinguisher, first aid kit, PPE, etc.	Forgotten safety equipment, lack of emergency preparedness, untimely reporting of an injury or other incident	None	<ul style="list-style-type: none"> • Complete HSP, AHA review • Complete PTSP, daily safety meeting. • Review rally point and evacuation plan. • Check daily weather report and plan activities around severe weather. • Review, inspect and locate safety equipment including fire extinguisher, first aid kit, PPE as specified in HSP, water, etc. Check cell phone coverage. Ensure communication devices are functional. • Be sure to review the requirements for incident notification, reporting and investigation section of the HSP. Report all injuries, no matter how minor. If you are unsure whether an event should be reported, contact your RHSM. Be sure to report near misses. •
Hazards and controls applicable to all steps of field work.	Temperature Extremes (heat)	Temperature, radiation	<ul style="list-style-type: none"> • Acclimatize to work in hot weather by working in heat and taking more frequent breaks, systematically building up tolerance to heat • Conduct field activities in the early morning if possible during hot weather to avoid heat or inclement weather. • Having enough water onsite so that each worker can consume, at a minimum, one quart per hour per shift. • Frequent reminders and/or water breaks shall be taken so that each person can consume enough water. • Access to shade (i.e., blockage from direct sunlight) shall be provided at all times and shall be reasonably close to the work area. Keep in mind that a vehicle or other enclosed area with no air conditioning is NOT considered shade. Must be a well ventilated area or have air conditioning. • Workers suffering from heat illness-related symptoms OR if needed for preventative recovery shall be provided access to shade for at least 5 minutes, or longer, for recovery. (if heat related symptoms are occurring, contact the RHSM). • Training on risk factors, signs and symptoms of heat illness, importance of hydration and acclimatization, and importance of reporting symptoms and what to do in case of heat illness emergency, and contacting emergency medical services. • Read and follow heat stress precautions specified in the HSP/HSE Handbook, document on the heat stress physiological monitoring form if necessary. • Be conscious of your individual tolerance to work in hot weather and monitor yourself and co-workers for signs and symptoms of heat stress. • Take regular breaks in an air-conditioned truck or trailer during warm weather. Use a wide-brim hat or an umbrella or have a place where shade has been set

			<p>up (tent or other temporary structure) when working under direct sun for extended periods.</p> <ul style="list-style-type: none"> Persons who experience signs of heat or cold stress should contact the SC, PM and RHSM. Call the occupational nurse first if symptoms are severe at 1-866-893-2514.
	Temperature Extremes (cold)	Temperature	<ul style="list-style-type: none"> Read and follow cold stress precautions specified in the HSP. Wear layers and ensure you're dressed adequately for site conditions. Takes breaks in a warm location as necessary and stay hydrated with warm fluids (avoid caffeine). Avoid direct contact with metal objects that have been exposed to the cold for long periods of time. Wear leather gloves when handling cold metal tools. Monitor your co-workers for signs of cold stress. Persons who experience signs of heat or cold stress should contact the SC, PM and RHSM. Call the occupational nurse first if symptoms are severe at 1-866-893-2514.
	Stinging Insects	Biological	<ul style="list-style-type: none"> Keep exposed skin to a minimum. Carry a kit if you have had allergic reactions in the past, and inform your supervisor and/or a buddy. When working at a remote location, ensure that first-aid kits contain over-the-counter allergy and itch medication (e.g., Benadryl, Claritin, etc) as well as other over-the-counter medications that may not be available to aid in symptom treatment. If bees or other stinging insects are known to be present, determine whether additional protective clothing should be donned before entering/working in brushy areas. Use insect repellent on clothing. Wear light-colored clothing and remove bright reflective safety-colored clothing if not working near a roadway as these may attract the wasps. Wear fragrance-free or lightly-scented sunscreen, and body lotions. Bees are attracted to sweet scents. Avoid using floral scented soaps, shampoos, or conditioners. If you encounter a wasp, back away slowly and calmly, do not run or swat at the insect. Wait for it to leave, or gently move or brush it off gently with a piece of paper or other light object. Do not use your hand.

		<ul style="list-style-type: none"> • If you are stung, contact the occupational nurse at 1-866-893-2514, no matter how minor it may seem. Call 911 if the reaction is severe. • Use wasp/bee spray if necessary in accordance with manufacturer's labeling and direction for use. •
Other Biological Hazards	Biological	<p><u>Spiders – Black Widow & Brown Recluse</u></p> <ul style="list-style-type: none"> -Spiders may be present in well boxes, on the underside of ledges, rocks, plants, and debris. -Cold weather may drive these spiders indoors. -Workers will wear gloves when working in areas where webs may be strung. -Tuck pants into socks. -Wear long sleeves. <p><u>Biting Insects – Fleas, & Mosquitoes</u></p> <ul style="list-style-type: none"> -Use insect repellent when threat is greatest. -Wear long sleeve shirts. -Complete tick checks after hiking through areas known for ticks (i.e. deer trails, deer bedding areas, trees, high brush). -Mosquitoes can carry the West Nile Virus. Monitor health after being bitten. -Fleas can carry Bubonic Plague. Monitor health after being bitten. <p><u>Poisonous Reptiles – Rattlesnakes</u></p> <ul style="list-style-type: none"> -Avoid tall vegetation -Snake gaiters are to worn when working in areas of tall vegetation -Always give snakes the right-of-way. -If a snake is encountered contact WNY Emergency Services to handle the removal/relocation of the reptile. <p><u>Poisonous Plants – Poison Ivy, Oak, or Sumac</u></p> <ul style="list-style-type: none"> -if entering area infested with poisonous vegetation don a full body Tyvek. -Immediately wash any areas that come into contact with poisonous plants with special oil eliminating products. -Wear protective clothing (long sleeves, pants) if necessary to enter area. -Put affected clothing into plastic garbage bags, segregating them from contaminating other contact surfaces and materials. -Do not attempt to clear area with fire or pollen/dust producing operations such as weed whacking. <p><u>Mammals – Deer, Mountain Lions, Coyotes, Bobcats Raccoons, & Mice and Bird Droppings</u></p> <ul style="list-style-type: none"> -Stay calm and hold your ground. -Make noise. -Slowly back away while facing the animal. -Respect the wildlife, it is their home, not yours!

			<p>-Mice and bird droppings can carry the Hantavirus. Monitor health after being exposed.</p> <ul style="list-style-type: none"> •
	Inclement Weather	Electrical, Motion	<ul style="list-style-type: none"> • Sudden inclement weather can rapidly encroach upon field personnel. Preparedness and caution are the best defenses. Carry clothing appropriate for inclement weather. • Take heed of the weather forecast for the day and pay attention for signs of changing weather that indicate an impending storm. Signs include towering thunderheads, darkening skies, or a sudden increase in wind. If stormy weather ensues, field personnel should discontinue work and seek shelter until the storm has passed. • Work will halt during thunderstorms. • Heavy rain, snow, and extreme cold can make heavy machinery especially dangerous. Therefore extra caution must be taken around heavy machinery during these conditions. • If caught in a thunder storm, seek shelter. The nearest shelter will likely be the field vehicles. • Avoid lone trees as shelter and open, bare areas. • If caught in open area, place feet close together and crouch down as small as possible, without lying on the ground. • Avoid low lying areas such as washes after rain as they can flood. • Take time to review where the closest structure that can be used when severe weather occurs and what route will be used to get there. Listen to weather reports and plan for severe weather. Designate an emergency evacuation assembly area and evacuation routes for non-weather related emergencies (fire, etc.) •
	Personal Security, Violence	Motion	<ul style="list-style-type: none"> • Trust your intuition; if a situation appears strange or wrong, it probably is. • Be confident in your walk or stride; do not give the appearance you are new in town. • Avoid carrying and displaying large sums of cash. • If you sense or see dangerous situations along your route, change your route and depart the area quickly. If you feel that you are being followed, go to the nearest police station or safe location and file a complaint with the police. Provide a description of the person, their vehicle, license plate number and any other useful information.

Operating Work Vehicle	Traffic accidents		<ul style="list-style-type: none"> • If you feel your life is in danger, call 911. Be sure to speak clearly, concisely and give the dispatcher a good description of where you are physically located. • Quickly check your car before entering it to determine damage or presence of an intruder. • Vulnerable times can be stopping to find your keys to enter your vehicle or stepping out of your vehicle in an isolated area. Be aware of your surroundings before you perform these activities. • Always keep your doors locked during transit and when the vehicle is parked. • Carry mobile communication devices (e.g., cell phone or walkie talkie); • Wear iridescent orange vests and construction apparel (i.e., appear as a construction worker and avoid misidentification to the extent possible); • Have an awareness of your surroundings; • Avoid passing through problem areas or streets if possible; • Do not leave valuables in field vehicle. Be sure to only bring what's needed for oversight of construction activities (i.e., leave laptop in office or at home); • Do not perform any night work inspections.
		Motion, Mechanical, Pressure,	<ul style="list-style-type: none"> • Inspect the vehicle prior to departure. • If driving a rental car, become familiar with the safe operation of vehicles of the type and size to be operated. Large vehicles such as full size vans and pick-ups have different vision challenges and handling characteristics than smaller vehicles. • Drivers shall not use cellular phones, including hands-free devices, or other two-way communication devices while driving (including hands-free devices). Pull over and park the car to make or take phone calls, text, or e-mail. • Be sure to take adequate rest breaks when driving, especially on long distance trips. Do not drive fatigued. • Obey speed limits; follow the rules of the road. • Be aware of blind spots or other hazards associated with low visibility. Practice defensive driving techniques, such as leaving plenty of room between your vehicle and the one ahead of you. • If vehicle is malfunctioning, don't pull over off the road suddenly. Give the traffic behind you notice that you are pulling off. • Always wear seatbelt in vehicle, regardless of length of drive. • Apply Get Out and Look (GOAL) when returning to the vehicle to prevent property damage and injury by looking for obstructions, personnel or other items. Back slowly and use a spotter when view is obstructed.

Vehicle Parking	Pedestrian accidents and vehicle fires	Motion, Fires	<ul style="list-style-type: none"> • All traffic signs, temporary signs, and site-specific warnings including barricades, lights, and sirens will be obeyed. • Vehicles should be parked off road in areas where access to from vehicles is safe and avoids active roadways. • Park on gravel or paved areas whenever possible. Avoid parking in newly compacted backfill or newly excavated dirt whenever possible. • Do not block any property access roads, driveways, or gates. • Set parking brake when parking. • Wear reflective orange vests when near traffic. Delineate the work zone with orange cones if the work zone will impact roadways. • Construction vehicles have the right-of-way. • Utilize 3 points of contact when getting on/off vehicle (e.g. truck beds). Do not jump.
Site walk, inspection of area	Slips, trips, and falls	Mechanical, Pressure, Motion, Gravity	<ul style="list-style-type: none"> • Inspect area for slip, trip, and fall hazards. Remove hazard, if possible, or mark it. Designate foot traffic around trip hazards. • Wear steel toed work boots, with good tread. Wear gloves when walking on-site to protect hands in the event of a fall. • Pay attention and constantly observe the work area for hazards, changing weather conditions, biological hazards. • Step slowly and tentatively in tall grass where the ground can't be seen to avoid depressions or other obstacles that could cause ankle/knees sprains. • Survey work area and travel paths for slip/trip hazards that can be removed or marked. Avoid "distracted walking" (e.g., looking at mobile device while walking). • Utilize good housekeeping. Store tools and equipment properly. • Never approach another vehicle, truck or heavy equipment unless you have made contact with the operator and the equipment is appropriately deenergized.
Setting up work site	Unauthorized access by untrained personnel or visitors Traffic – Site and Public	Motion, Chemical, Fire	<ul style="list-style-type: none"> • Use cones or barricades and signage as necessary to identify and control site boundaries and access. • Work within a work zone. Use barricade tape to keep public or other site workers out.

	Health hazards Fire		<ul style="list-style-type: none"> Identify traffic flow patterns and traffic control requirements for the site. Utilize appropriate signage and traffic control devices (e.g. delineators). Never work in the roadway without traffic control set-up. When necessary, the field team will consist of 2 members. The member that is not physically working on the sampling task at hand will double as a 'look-out', to maintain site safety and security. Identify site contaminants of concerns and action levels. Conduct air monitoring as described in HSP. Smoking not permitted except in designated area. Ensure fire extinguisher is near-by and accessible.
Handling/Loading Materials Loading Vehicle	Lifting hazards, back injury or strain. Tape gun – sharp edge.	Mechanical, Pressure, Motion	<ul style="list-style-type: none"> Use partner to assist in lift of heavy equipment, be aware of pinch points when using truck lift gates, lift with legs not your back. Tie down all loads securely (rope, ratchet straps, load bars) Wear leather gloves, as necessary, when loading equipment Utilize proper lifting procedure when loading equipment back into truck. Use mechanical means or a buddy when available or necessary. Do not lift more than 40 lbs alone. Bend down at the knees and lift with your legs rather than bending and lifting with your back. Do not lift and twist. If a knife is needed to cut packaging tape, review, understand, and sign the AHA for knife use (provided separately)
Working Alone	No assistance immediately available in case of injury. Difficult to hear ringing cell-phone Miscommunication	All	<ul style="list-style-type: none"> During field work, a copy of "The Lone Worker Call-in Contact Form" should be maintained by both the office-worker and the field-worker. "Lone Worker" and "Office Contact" must both have cell phones and each others' phone number. Field-worker should call the office worker when he has arrived on-site, before exiting his vehicle. On this phone call a time should be arranged for a "check-in" call to be made by the field worker (2 hours maximum, or more frequent if task or conditions are more hazardous). On each "check-in" call a time should be arranged for the next "check-in" call. Document this time on the form. Worker should carry cell phone throughout the field event and put the ringer on its loudest setting as wind is strong and can muffle the sound. If, for any reason the phone becomes inoperable, the field-worker should immediately

			<ul style="list-style-type: none">stop work, leave the site, and use the nearest phone to contact the office-worker to verify their safety and to inform them of the issue.<ul style="list-style-type: none">Work should not proceed in the field until the field-worker has a working device that provides communication with the office-worker.<ul style="list-style-type: none"><i>If office worker does not receive “check-in” call at scheduled time he should attempt to contact field-worker. If no contact is made then office worker should phone for emergency services inform them that there is a possible emergency and instruct them to go to the field location and assist worker. Provide the lone worker’s name, their last known location, vehicle description and your contact information.</i><i>After Emergency Services have been contacted, immediately call the other emergency contacts, including Project Manager, and Health and Safety Manager.</i>Upon completion of work activities, field-worker should pack up all materials and prepare to leave site. Then, before starting the engine of the vehicle to leave site, the field-worker should contact the office-worker and inform him or her that work is complete and that he or she is leaving the site. Make contact again when field worker arrives at his/her final destination.

Equipment to be used (List equipment to be used in the work activity)	Inspection Requirements (List inspection requirements for the work activity)	Training Requirements (List training requirements including hazard communication)
<ul style="list-style-type: none"> PPE 	<ul style="list-style-type: none"> Daily inspections of PPE by user. Replaced as necessary. 	<ul style="list-style-type: none"> State issued driver's license. FA/CPR, fire extinguisher, eye wash OSHA 40-hour HAZWOPER initial training, current refresher, 3-day OJT, and medical clearance. VO training modules as indicated Hazard Communication training Training on CH2M HILL HSP and Subcontractor's HSP (and applicable AHAs) Documented training on MSDSs for any chemicals used. Qualified SHSO (with SC-HW training)
<ul style="list-style-type: none"> Field Vehicle 	<ul style="list-style-type: none"> General inspection of vehicle by CH2M HILL personnel. Maintained regularly. 	
<ul style="list-style-type: none"> Misc. equipment such as air monitoring equipment 	<ul style="list-style-type: none"> Daily inspections by user. Replaced as necessary. Check to ensure good working order and fully charged, calibrate each morning 	
<ul style="list-style-type: none"> Hand and power tools 	<ul style="list-style-type: none"> Daily inspections by user. Replaced as necessary. Check to ensure good working order and fully charged, calibrate each morning 	
<ul style="list-style-type: none"> Fire extinguisher(s) 	<ul style="list-style-type: none"> Monthly inspections by user. Replaced as necessary. 	
<ul style="list-style-type: none"> Portable eye wash First Aid/Bloodborne pathogen/CPR kit 	<ul style="list-style-type: none"> Daily inspections by user. Replaced as necessary. 	
<ul style="list-style-type: none"> Decon supplies 	<ul style="list-style-type: none"> Daily inspections by user. Replaced as necessary. 	

ACTIVITY HAZARD ANALYSIS

PRINT NAME

SIGNATURE

Supervisor Name:

Date/Time: _____

Safety Coordinator Name:

Date/Time: _____

Employee Name(s):

Date/Time: _____

Date/Time: _____

Date/Time: _____

Date/Time: _____

Date/Time: _____

Date/Time: _____

Date/Time: _____

Date/Time: _____

Date/Time: _____

ACTIVITY HAZARD ANALYSIS

Date: 4/19/2017		Task Risk Assessment Code (RAC):		LOW					
Job/Activity: Observation of drilling activities, soil logging, and soil sampling		L = Low		Probability					
Project: OAZ Superfund Site, Radial Design		E = Extremely High Risk							
Prepared by: Carl Woods		H = High Risk							
Reviewed by: Carl Woods									
Description of the work: Drilling Oversight, preparation of soil samples, and soil logging.									
		Severity		Catastrophic	Frequent	Likely	Occasional	Seldom	Unlikely
				Critical	E	E	H	H	M
				Marginal	E	H	H	M	L
				Negligible	H	M	M	L	L
					M	L	L	L	L
Work Activity Sequence (Identify the principal steps involved and the sequence of work activities)		Potential Health and Safety Hazards (Analyze each principal step for potential hazards)		Hazard Controls (Develop specific controls for each potential hazard)					
Preparing for sampling activities outdoors	Warm/Hot weather/sun exposure, dehydration	Cold/wet weather/ hypothermia	Biological Hazards (Insects/Ticks-Lime Disease, Bees and Wasps, gnats)	<ul style="list-style-type: none"> Keep exposed skin covered or use sun block, drink plenty of water Dress in layers if appropriate, wear a hat, stay hydrated, take breaks in vehicle to warm up Be aware when driving in ice and snow. Monitor weather that might prevent safe drill rig operation. Implement physiological monitoring (pulse/temp) as directed in HSP Follow the biological hazard precautions, guidelines, and fact sheets in the HSP for ticks, Valley Black Gnats, rodents, spiders, snakes, scorpions, hazardous plants, etc. 					
Mobilization / Drill Rig Set-up / Demobilization	Hit by unloading and moving equipment Pinched between equipment/vehicle/etc.	<ul style="list-style-type: none"> Coordinate efforts with whole team. All site workers must wear high visibility safety vests 							

ACTIVITY HAZARD ANALYSIS

	Hit by another worker moving pipe/flights/casings.	<ul style="list-style-type: none"> • Maintain the designated safe distance workers are to be kept back from work area • All ground workers must establish & continually maintain eye contact with equipment operators • Spotters will be used when backing • Masts will be lowered and materials secured when moving equipment • Control / minimize all personnel entering into the designated areas – authorized personnel only to enter areas • Think about body and hand positioning. Constantly evaluate what can go wrong. • Exercise caution when traveling with equipment through the worksite (travel at slow speed) • Monitor work environment: public interaction, criminal activity, traffic activity. Discuss plan to stop work, remove from site, call 911/PM. Make sure to create a safe work environmental with the correct exclusion zone and proper signage. Use cones and caution tape to keep people out of exclusion zones.
	Monitoring work environment.	
Loading personal vehicle with sampling equipment	Heavy lifting Pinch points	<ul style="list-style-type: none"> • Use mechanical means (hand cart, lift gate, etc.) when available or if too heavy for manual lift. Use a buddy for lifts >40 lbs or if too heavy for one person.. • Use proper, safe lifting procedures, eg., lift and lower with legs, do not lift and twist, carry load close to body • Tie downs for load security/safety as necessary. • Identify pinch points. Wear leather work gloves if needed while handling equipment/supplies. • Avoid hand placement in identified pinch point areas.
General Site Hazards	Vehicular accidents	<ul style="list-style-type: none"> • Vehicle operators will inspect for ice/snow, snow scraper and damage to vehicles prior to operation to ensure safe operating conditions and minimize the potential for vehicle break-downs during travel.

ACTIVITY HAZARD ANALYSIS

		<ul style="list-style-type: none"> • Fire extinguisher, bloodborne pathogens kit, eye wash and first aid kit need to be present in ALL vehicles. • Vehicle operators should drive defensively to minimize the potential for accidents. • Cellular phones may not be used by the vehicle operator while driving. • Perform a visual inspection of vehicle prior to use, including looking underneath the vehicle. • Obey site speed limits. • <u>Always wear your seatbelt.</u> • Use a spotter to maneuver in tight areas. Never back up without a spotter. • Be aware of all restricted areas and obey rules regarding access to those areas. In general, avoid restricted areas whenever possible. • Perform a visual inspection of the site, identify and remove potential trip hazards, verify walkways are clear and necessary equipment and safety supplies are readily available • Use a buddy or hand-cart/dolly when necessary to haul equipment and supplies • Establish suitable exclusion zone, if necessary to keep unauthorized personnel out of the area • If a generator is used, place it on a level surface in some form of containment (container or bermed area w/ plastic sheeting) downwind of activities. Very GFCI in place, and that extension cords do not cause a trip hazard. • Ensure a spill kit, eye-wash, unit and fire extinguisher are at the location. • Follow the Working Alone protocol in the HSP and don't begin work until appropriate notifications have been made. • Always look where you walk and do not carry too much on any one given trip.
	Slips/trips/falls at drilling locations.	
	Hazards associated with generators.	
	Working Alone	

ACTIVITY HAZARD ANALYSIS

Observation of Drilling Task	Exposure to hazardous site airborne contaminants.	<ul style="list-style-type: none"> • Be familiar with site contaminants and determine nature and degree of contaminant levels that could be present as specified in HSP. • Conduct air monitoring for potential hazardous atmospheres as described in the project's written safety plan both around the drilling activities and at the logging area. Make sure to sample throughout the entire drilling process. • Use PPE as prescribed in the project's written safety plan if exposure levels are exceeded. • Set-up soil logging and observation area an adequate upwind distance from the drilling operation to prevent exposure to potential airborne contaminants, the physical hazards of the operation and high noise levels. • Have drill rig operator bring core samples to logging/observation area to avoid the need to enter the drill rig operation area. • No visible dust should be present. If producing dust then dust suppression techniques need to be implemented. • Do not wear loose clothing, jewelry, or have loose long hair. • The use of a noise monitor to insure the proper hearing protection is worn. Wear hearing protection during high noise operations – e.g., boring/drilling activities. • Be aware when driving in ice and snow or in flooded areas. Monitor weather that might prevent safe drill rig operation and avoid these conditions. • Implement physiological monitoring (pulse/temp) as directed in HSP • Follow the biological hazard precautions, guidelines, and fact sheets in the HSP for rodents, spiders, stray dogs, etc. If approached by an animal, remove yourself from the situation and notify all team members. • Review/Inspect safety equipment prior to starting work. Ensure fire extinguisher, spill kit, eye wash unit, and first aid kits are at the location. Notify Occ Nurse of all injuries no matter how minor e.g. sore back
	High noise exposure.	
	Inclement weather Heat Stress Biological Hazards	

ACTIVITY HAZARD ANALYSIS

Core/Soil Sampling	<p>Dermal contact with site contaminants.</p>	<ul style="list-style-type: none"> • If handling soils, wear chemical-resistant gloves specified in the HASP for the locations where sampling is occurring. • Use surgical-style nitrile gloves or other chemical resistant gloves as specified in the HASP when handling soil samples • Personnel to notify supervisors or safety representatives of pre-existing medical conditions that may be aggravated or re-injured by lifting activities such that an evaluation of operational procedures may be performed with regard to the required task. • When lifting objects, lift using knees not back. For repetitive lifting tasks, the use of lifting braces/supports should be considered. • Plan storage and staging to minimize lifting or carrying distances. Use the truck space as much as possible, to avoid moving equipment in the first place. • Split heavy loads into smaller loads. • Have someone assist with the lift— especially for heavy (> 40lbs.) or awkward loads. (Note: If employee is not capable of carrying 40 lbs., seek assistance.) • Make sure the path of travel is clear prior to the lift. • Use carts, hand trucks additional personnel etc. to move large, awkward loads. • Avoid carrying heavy objects above shoulder level. • Periodically stretch back muscles. • Use scissors when cutting open core bags. • All knives must have locking or fixed blade with smallest blade practical for the job • Kevlar slash resistant gloves be worn when using knives. • Employees be trained on proper use of knives • If a utility knife must be used, a job/task specific written procedure must also be in place prior to any work commencing. • Cut away from body when using knives or scissors.
	<p>Lifting</p>	
	<p>Awkward body position</p>	
	<p>Cuts</p>	

ACTIVITY HAZARD ANALYSIS

	Slips/Falls	<ul style="list-style-type: none"> • Use three points of contact when getting onto and off of equipment, or accessing elevated work areas. • Be aware of poor footing and potential slipping and tripping hazards (holes, ditches, sewer gratings, utilities, and wet or icy surfaces). Observe and avoid areas of unprotected holes and ground penetrations or protrusions. Employees walking in ditches, swales and other drainage structures adjacent to roads (gutters) must use caution to prevent slips and falls, which could result in twisted or sprained ankles, knees, and backs. Use sturdy safety-toed work boots with sufficient ankle support. • If ice is present, contact the FTL to discuss a plan which could include ice removal, covering of the ice with non-slip material, or sampling later in the event. • Maintain good housekeeping at work site. Properly store tools & materials to avoid clutter and trip hazards.
Sample Collection, Packaging, and Shipment		
Receiving pre-preserved bottles	Glass containers/broken glass, cuts to hands Packaging material / acid leak	<ul style="list-style-type: none"> • Use caution when opening package and removing containers • Wear proper PPE including safety glasses with side-shields or goggles, Nitrile gloves, and splash protection as necessary (apron or Tyvek).
Preparation of sample containers	Handling of chemicals/spilling of chemicals on skin, clothes or eyes.	<ul style="list-style-type: none"> • Never leave open chemicals unattended. • Know location of nearest eyewash station (usually the vehicle). • Wear proper PPE including safety glasses with side-shields or goggles, Nitrile gloves, and splash protection as necessary (apron or Tyvek). • Keep prep and pack area well ventilated (open window) • Read MSDS for preservation material • Know location of MSDS, absorbent spill cloth, Hazmat spill kit • Do not hold sample containers on your lap when adding preservative • Make sure all caps are secure
Sample Collection	Placing or removing pump (when used) from well/pinch points, muscle strain	<ul style="list-style-type: none"> • Be aware of hands as pump is lowered and recoiled, don't allow pump head to fly out of well. • Take turns if/when using a bailer and take breaks as necessary.

ACTIVITY HAZARD ANALYSIS

	<p>Strains or repetitive motion injury from using bailer.</p> <p>Contact with potentially contaminated water during sample collection.</p> <p>Sampler preservatives/vapors released once water is added or splashing of preservative on skin.</p>	<ul style="list-style-type: none"> • Hold sample containers away from face when filling and wear proper PPE including safety glasses with side shields or goggles, Nitrile gloves, and splash protection as necessary (apron or Tyvek). • If using glass sample containers, use caution not to drop, and use caution if you have to clean up broken glass (wear leather gloves, if necessary). • Continue with air monitoring in breathing zone in accordance with site HSP. Action levels will be followed in site HSP.
Sample preparation and packaging in a heavy traffic area.	<p>Spilled DI water or broken samples: slipping causing bodily injury or exposure to potential contaminants</p> <p>Debris on floor/slip, trip and fall.</p>	<ul style="list-style-type: none"> • Ensure work area has adequate room for sample preparation and shipping. • Keep spill clean-up supplies in area. • Keep sampling area clean. • Use caution when handling samples and wear appropriate PPE as stated above for sample handling • Avoid spilling ice, pick up any spilled ice. Wipe up wet areas with a towel to avoid slips.
Handling sample coolers	<p>Lifting hazards, back injury or strain.</p> <p>Contact with broken glass in coolers.</p> <p>Exposure to potential contaminants due to broken container.</p> <p>Tape gun – sharp edge.</p>	<ul style="list-style-type: none"> • Use a hand truck when necessary, or use a buddy to help move/lift coolers • Ensure area is clear to move and set coolers • Bend at knees, do not lift and twist, keep load close to body • Use caution when taking contents out of cooler. Inspect coolers for ticks/spiders as well as broken glass. Wear leather gloves if you have to handle broken glass. • Wear appropriate PPE as stated above for sample handling • To extent possible, prepare tape strips separately and apply to sample bottles by hand; break tape by pushing tape gun away from you; ensure hands and legs are not in the path of the tape gun

ACTIVITY HAZARD ANALYSIS

Equipment to be used (List equipment to be used in the work activity)	Inspection Requirements (List inspection requirements for the work activity)	Training Requirements (List training requirements including hazard communication)
<ul style="list-style-type: none"> • Hand and power tools • Fire Extinguisher (present in area) • Eye Wash (present in area) • First Aid Kit (present in area) • Spill kit/materials • Groundwater measurement level probe • Decon supplies (detergent, towels, water, container for disposal) • PPE 	<ul style="list-style-type: none"> • Inspect all equipment, tools, and PPE prior to each use (remove from service any defective equipment) • Inspection equipment for grounding/bonding (as applicable) • Use applicable Self-Assessment Checklists in HSP 	<ul style="list-style-type: none"> • OSHA 40-hour HAZWOPER initial training, 3-day OJT, current refresher and medical clearance. • Training on CH2M HILL HSP and and applicable AHAs • Qualified CH2M HILL Safety Coordinator

ACTIVITY HAZARD ANALYSIS

PRINT NAME

SIGNATURE

Supervisor Name:

Date/Time: _____

Safety Officer Name:

Date/Time: _____

Employee Name(s):

Date/Time: _____

Date/Time: _____

Date/Time: _____

Date/Time: _____

Date/Time: _____

Date/Time: _____

Date/Time: _____


Date/Time: _____

Date/Time: _____

General Site Work	See General Site Work AHA For General Site Hazards/Controls (e.g. driving, biological, weather, lifting hazards) Utility Strike by Project Team		<ul style="list-style-type: none"> •
Background and Records Assessment		Fire, Electrical, Chemical, Pressure	<ul style="list-style-type: none"> • Conduct a background and records assessment of known utilities or other subsurface obstructions. • Identify any client- or location-specific permit and/or procedural requirements (e.g., dig permit or intrusive work permit) for subsurface activities • Obtain available utility diagrams and/or as-built drawings for the facility. • Review locations of possible subsurface utilities including sanitary and storm sewers, electrical lines, water supply lines, natural gas lines, fuel tanks and lines, communication lines, lighting protection systems, etc. Note: Use caution in relying on as-built drawings as they are rarely 100 percent accurate. • Request that a facility contact (e.g. site owner, site manager) with knowledge of utility locations review and approve proposed locations of intrusive work. Meet contact on-site when feasible. • White line the proposed intrusive locations (drilling locations, trench or excavation) with white paint or similar methods. Never use red, orange or yellow paint for proposed locations. •
Contact the Designated Utility Locate Service	Utility Strike by Project Team	Fire, Electrical, Chemical, Pressure	<ul style="list-style-type: none"> • Contact your designated local utility locating service (e.g., Dig-Safe, Blue Stake, One Call, 811) to identify and mark the location of utilities. Typically, this is at least 2 days before intrusive work. • Some states require that the entity performing the intrusive work be the responsible for contacting the local service. Where subcontractors are responsible for the intrusive work, CH2M personnel shall verify the subcontractor has contacted the designated local utility locating service • When on-site verify each public utility operator has responded by marking out utilities or via email/phone. Note all responses on utility notification form or project field book. • If a public utility operator has not responded to the utility locate submittal, s do not break ground. Contact the utility operator and/or 811. • For high risk utilities, request to meet the public utility operator at the site. Note some states require this meeting for work within 10' of "high priority" utilities, including pressure natural gas (>60 psi); petroleum pipelines; pressurized sewage lines; high voltage electrical (>60kV); and hazardous material pipelines.

			<ul style="list-style-type: none"> Note that not all utility operators participate in 811 (e.g. some state DOTs, railways, pipelines). Notify these operators in writing/email.
Set Up Work Zone (Roadway or Shoulder Work)	Traffic	Motion	<ul style="list-style-type: none"> Wear high visibility traffic vests near heavy equipment or traffic. Contractor to utilize traffic control equipment (cones, delineators, etc.) to route traffic around work area, as needed. Always remain aware of an escape route (e.g., behind an established barrier, parked vehicle, guardrail, etc). Always pay attention to moving traffic – never assume drivers are looking out for you. Work as far from traveled way as possible to avoid creating confusion for drivers. When workers must face away from traffic or look down at equipment, a “buddy system” should be used, where one worker is looking towards traffic. Understand TC subcontractor traffic plan if utilized. Note shoulder/sidewalk work may require TC. <u>Never work in roadways without appropriate MUTCD compliant traffic control plan, signage and devices, even for short duration tasks.</u>
Independent Field Survey (Utility Locate)	Utility Strike by Project Team	Fire, Electrical, Chemical, Pressure	<ul style="list-style-type: none"> Verify utility locator is qualified, trained and experienced. Determine the most appropriate instrumentation/technique or combinations of instrumentation/techniques to identify subsurface utilities based on their experience and expertise, types of utilities anticipated to be present, and specific site conditions. In general, GPR, RF and Electromagnetic Detectors should be used. If one device is not used, discuss this with the PM. Contact the RSHM for guidance if necessary. Ensure CH2M representative is present during the independent field survey to observe the utility locate and verify that the work area and utilities have been properly identified and marked. Physically walk the area to verify the work location and identify, locate, and mark underground utility location. Obtain documentation of the survey and clearances in writing and signed by the party conducting the clearance. Maintain all documentation in the project file.

Utility Visual Assessment	Utility Strike by Project Team	Fire, Electrical, Chemical, Pressure	<ul style="list-style-type: none"> Perform a “360 degree” assessment. Walk the area and inspect for utility-related items such as valve caps, previous linear cuts, patchwork in pavement, hydrants, manholes, utility vaults, drains, and vent risers in and around the proposed intrusive work area. The visual survey shall include all surface landmarks, including manholes, previous liner cuts, patchwork in pavement, pad-mounted transformers, utility poles with risers, storm sewer drains, utility vaults, and fire hydrants. If a building is near-by, ensure typical building utilities are positively identified (e.g. electrical, gas, water, sewer, communication). If any unanticipated items are found, conduct further research before initiating intrusive activities and implement any actions needed to avoid striking the utility or obstruction
Use of GPR, RF, EM and other Locate Tools	Confined Space Hazards Lifting Electrical Wiring Slip, Trip, Fall Utility Strike by Project Team Biological Hazards in Utility Access Points	Chemical (asphyxiant, H2S), Gravity Biological Fire, Electrical, Pressure Motion	<ul style="list-style-type: none"> Never enter (break plane) of a manhole or vault that is may be a confined space without appropriate confined space training, permit, air monitoring and control measures. Use PVC extension rod for telephone and electric manholes if necessary. Use manhole assist as feasible. Use proper lifting techniques. Do not lift more than 40 lbs alone. Look for biological hazards in utility vaults, risers, well boxes, etc. Use insect repellent if necessary. Never touch exposed electrical wires. Have qualified personnel test with voltmeter. Ensure openings are closed before leaving hole unattended. Put up proper barricades when near roadways or sidewalks. Before using GPR, EM or RF equipment, look at work area and identify, mark and/or correct potential trip hazards (e.g. holes, mounds, debris). Use proper locating techniques. Be familiar with state utility notification/locate regulations and CGA Best Practices document. Inspect locating equipment. Follow and be familiar with utility locating equipment manual. Ensure locating equipment is calibrated. Records should be available on-site. Ensure proper grounding of equipment. Use appropriate tool for placing stakes. Scan ground location with locating equipment prior placing grounding rod.

Placing Utility Marks, Updating Records	Utility Strike by Project Team	<p>Fire, Electrical, Chemical, Pressure</p> <p>Paint Exposure</p>	<p>Check connection points with a volt meter prior to connecting. Use properly insulated equipment leads.</p> <ul style="list-style-type: none"> • Be cognizant of area for bleedoff and to minimize chance of ground rod striking nearby utilities. • Be aware of where cables are place to reduce trip hazards. Do not touch electrode stake while data collection is under way. • Ensure utility locator is aware of limitations of locating equipment and explains these to project team members (e.g. rebar in concrete, locating in clay). • Use direct connection and active/conductive techniques or similar methods to positively identify and mark utilities. • Snake/ferret storm drains, PVC or clay lines when necessary. Do not snake/ferret industrial waste lines or if lines are unknown. •
			<p>Ensure locator always follows the APWA color code marking requirements:</p>  <p>Use pink for temporary or unknown lines, never red, orange or yellow.</p> <ul style="list-style-type: none"> • The markings from utility surveys must be protected and preserved until the markings are no longer required. Use whisksers or similar means if necessary. • If the utility location markings are destroyed or removed before intrusive work commences or is completed, the PM, SC, or designee must notify the independent utility locate service and/or the designated local utility locating service to resurvey and remark the area. • Use only paint only in well ventilated areas. Minimize skin contact, wear gloves where necessary, do not inhale vapors. Paint may be combustible. Reference can label and MSDS sheet.

Preparing For Intrusive Activities	Utility Strike by Project Team	Fire, Electrical, Chemical, Pressure	<ul style="list-style-type: none"> • Update site map with all utilities found on-site. Take pictures of locations and near-by utility marks. Ensure site map is available and reviewed with excavator/driller prior to intrusive work. • • Note marked utility tolerance zones (e.g. typically 18"-24"). Utilities may not be directly under utility marks. • When aggressive intrusive activities will be conducted within 5 feet (1.5 meters), either laterally or vertically, of an underground utility or when there is uncertainty about utility locations, locations must be physically verified by non-aggressive means such as air or water knifing, hand digging, or manual posthole digging. • Non-conductive tools must be used if electrical hazards may be present. If intrusive activities are within 5 feet (1.5 meters) and parallel to a marked existing utility, the utility location must be exposed and verified by non-aggressive methods every 100 feet (30.5 meters). Additionally, check to see if the utility can be isolated (locked out/tagged out and either de-energized [and purged as necessary] or blocked) during the subsurface activity • Use non-aggressive methods (hand digging, air-knifing, etc.) to perform intrusive activities within 2 feet of a high risk utility (i.e., a utility that cannot be de-energized or would cause significant impacts to repair/replace). Hazardous utilities shall be de-energized whenever possible. • Consider moving proposed intrusive locations if utility conflicts exist. Discuss conflicts with the PM and site personnel. Contact the RSHM for guidance if necessary. •

Equipment to be used (List equipment to be used in the work activity)	Inspection Requirements (List inspection requirements for the work activity)	Training Requirements (List training requirements including hazard communication)
<ul style="list-style-type: none"> PPE 	<ul style="list-style-type: none"> Daily inspections of PPE by user. Replaced as necessary. 	<ul style="list-style-type: none"> State issued driver's license. FA/CPR, fire extinguisher, eye wash OSHA 40-hour HAZWOPER initial training, current refresher, 3-day OJT, and medical clearance. VO training modules as indicated Hazard Communication training Training on CH2M HILL HSP and Subcontractor's HSP (and applicable AHAs) Documented training on MSDs for any chemicals used. Qualified SHSO (with SC-HW training) Qualified Utility Locator (required in California) Qualified Traffic Control Personnel (if needed)
<ul style="list-style-type: none"> Field Vehicle 	<ul style="list-style-type: none"> General inspection of vehicle by CH2M HILL personnel. Maintained regularly. 	
<ul style="list-style-type: none"> Misc. equipment such as air monitoring equipment 	<ul style="list-style-type: none"> Daily inspections by user. Replaced as necessary. Check to ensure good working order and fully charged, calibrate each morning 	
<ul style="list-style-type: none"> Hand and power tools 	<ul style="list-style-type: none"> Daily inspections by user. Replaced as necessary. Check to ensure good working order and fully charged, calibrate each morning 	
<ul style="list-style-type: none"> Fire extinguisher(s) 	<ul style="list-style-type: none"> Monthly inspections by user. Replaced as necessary. 	
<ul style="list-style-type: none"> Portable eye wash First Aid/Bloodborne pathogen/CPR kit 	<ul style="list-style-type: none"> Daily inspections by user. Replaced as necessary. 	
<ul style="list-style-type: none"> Decon supplies 	<ul style="list-style-type: none"> Daily inspections by user. Replaced as necessary. 	
<ul style="list-style-type: none"> Traffic Control Equipment Delineators, caution tape, signage 	<ul style="list-style-type: none"> Daily inspections. 	
<ul style="list-style-type: none"> Utility Locate Equipment RF, GPR, Ferromagnetic Detectors GPS Paint, Whiskers 	<ul style="list-style-type: none"> Daily inspections. 	

ACTIVITY HAZARD ANALYSIS

PRINT NAME

SIGNATURE

Supervisor Name:

Date/Time: _____

Safety Coordinator Name:

Date/Time: _____

Employee Name(s):

Date/Time: _____

Date/Time: _____

Date/Time: _____

Date/Time: _____

Date/Time: _____

Date/Time: _____

Date/Time: _____

Date/Time: _____

Date/Time: _____

Attachment 9
Safety Data Sheets
(to be added as items are obtained)